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ABSTRACT

This report presents the results of a nationwide survey of state agencies charged with regulating or licensing family child care. An introduction contains information on survey methodology, a summary of regulatory requirements for family child care homes and group (large) child care homes, and a survey question and answer summary. The body of the report includes individual 3- to 4-page entries for all 50 states and the District of Columbia. Each entry contains the name of the individual and agency providing the data and information on the number of family child care homes in the state, provider regulations and licensing, inspection procedures, tracking of license denials, complaint procedures, provider qualifications, provider training and orientation, discipline policy, emergency medical consent policies, immunization policies, fire code policies, nutrition policies, smoking policies, before and after school program policies, infant care policies, programs for children with disabilities, sick child care programs, zoning regulations, available resources, local agency contacts, and new or pending legislation. A list of state regulatory offices is included. (MDM)

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1995

FAMILY CHILD CARE LICENSING STUDY

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National Child Care Advocacy Project

The Children's Foundation
725 Fifteenth Street, NW
Washington, DC 20005-2109

(202) 347-3300

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THE 1995 FAMILY CHILD CARE LICENSING STUDY

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INTRODUCTION

The 1995 Family Child Care Licensing Study contains the results of a nationwide survey of state regulatory agencies to update family day care licensing information gathered in 1994. The word "Day" has been changed to "Child" in the title to reflect the majority opinion in the profession. Data on family child care homes (FCCH) and group or large family child care homes (LCCH or GCCH) is included. The information is organized into 21 categories:

Number of Homes
Provider Regulations
Unannounced Inspection Procedure
Tracking of Denials and Revocations
Complaint Procedure
Provider Qualifications
Provider Training and Orientation
Discipline Policy
Emergency Medical Consent Policy
Immunization Policy for Children
National Life Safety Fire Code Policy
Nutrition Policy
Smoking Policy
Before and After School Programs
Infant Care Programs
Programs for Children with Disabilities
Sick Child Care Programs
Zoning Regulations
Available Resources
Local Contact
Pending/New Legislation

We recognize that the 1995 Study is current only as of the date on which the information was supplied to us by each state. If a state has provided no new information, 1994 data has been reprinted and so noted.

It is the intention of The Children's Foundation that the information in this Study be useful to child care providers, advocates, the media, and policy makers as each group makes decisions or works on behalf of children and families.

Kay Hollestelle
Executive Director
August 1995

METHODOLOGY

This Study is an annual update of information originally compiled in 1976. The data was secured from the central regulatory agency in each of the 50 states and the District of Columbia. The agencies were asked to examine the information we had printed in the 1994 Study and answer additional new questions on family day care homes and large family day care homes. These additional questions are formulated from requests for information which The Foundation receives from readers of the Study during the year. This mailing took place during May, 1995.

After the new information was gathered, proof sheets were sent back to the regulatory agencies for verification. This took place during the months of June and July. If a state has two asterisks (**) after the state name, it means that the state did not re-verify the information by date of press.

If a state has two plus signs (++) after the state name, it means that the state did not respond at all to our requests for new and updated information.

The name and address of the state regulatory office that supplied and/or verified the information is located at the top of each state's fact sheet. A complete list of the state contacts is at the end of the Study.

ACKNOWLEDGEMENTS

We are grateful to the various child care officials in state offices across the country who took time out of their busy schedules to provide and re-verify the information contained in this Study. We also thank Sandra Gellert who input the 1995 data into the computer and did the layout and formatting.

We hope that the Family Child Care Licensing Study will be of continuing value to those working with and in the many areas of the family child care profession.

The 1995 FAMILY DAY CARE LICENSING STUDY may be ordered from The Children's Foundation, 725 Fifteenth Street, NW, Suite 505, Washington, DC 20005-2109 at a cost of $25.00 plus $3.75 S/H.

Orders must be prepaid in US currency only. Bulk prices are available upon request.

No portion of the 1995 FAMILY CHILD CARE LICENSING STUDY may be copied without the written permission of The Children's Foundation.

DEFINITION OF TERMS

The terms defined are ones used by The Children's Foundation in this Licensing Study. We have attempted to be as clear and precise as possible in order to help the reader better understand the data contained in this Study. However, variations do exist from state to state. Please refer to individual state information or contact the individual state for a complete copy of their regulations if questions arise.

CERTIFICATION: Refer to definition of Registration. For all practical purposes is the same as registration but often is linked to providers receiving public funds.

CHILD AND ADULT CARE FOOD PROGRAM (CACFP): A program which is part of the National School Lunch Act. At the national level it is administered by the U.S. Department of Agriculture. It offers cash reimbursements and donated commodities to child care facilities, including family day care homes, that serve food to children. The program also promotes well balanced meals for young children. All reimbursable meals and snacks must meet nutritional guidelines.

EXEMPT CARE: Some states do not require family child care providers to be regulated in any way when caring for less than a certain number of children. Example: Registration is required in PA when caring for 4-6 children and licensing for 7-12 children; however, a provider is legally exempt from regulation if caring for only 1-3 children.

FAMILY CHILD CARE HOME (FCCH). A child care arrangement in which (generally) up to six children, including those of the caregiver under age six, are cared for in the home of the provider for compensation. State laws vary in determining the maximum number of children allowed in the home. The age of the children is sometimes a factor used in establishing maximum number allowed.

FAMILY CHILD CARE PROVIDER: Any individual who provides child care in his/her home for less than a continuous 24 hour period to unrelated children for compensation.

INFANT: A child twenty-four months (2 years) old or younger. If this information varies in an individual state, the variation has been noted.

LARGE FAMILY CHILD CARE HOME (LCCH); also referred to as **GROUP CHILD CARE HOMES (GCCH).** A child care arrangement in which a provider generally cares for seven to twelve children, including those of the provider and any assistants, in the home of the provider or in another facility, with one or more assistants present for compensation. State laws vary in determining the maximum number of children allowed in a large or group child care home and also the number of assistants required. The age of the children is sometimes a factor used in establishing maximums number allowed.

LICENSING: The granting of formal permission by a designated state or local agency to an individual or legal entity to operate a child care facility. The state/local agency has the authority to ensure that standards are being met, set procedures for revoking a license and provide appeal mechanisms. In addition to the inspections carried out by the licensing agency, local fire and health departments also carry out on-site inspections of family day care homes. Generally, a license is issued and renewed as long as all of the applicable regulations are being met. The purpose, then, is to protect vulnerable consumers by setting a minimum floor for reasonably safe service.

ORIENTATION: An introduction to the profession of family day care offered to prospective providers. The state regulations regarding family day care, an overview of how to establish a family day care home, and the responsibilities of family day care providers are all topics that are normally covered in an orientation. Orientations are usually provided by local regulatory agencies.

NUMBER OF HOMES: Each state regulatory office provides the most current information available about the number of regulated family child care and group family child care homes in that state. It should be noted, however, that maintaining an accurate number of the regulated active family child care providers is an extremely difficult task due to the turnover rate in the profession. Also, in some states other local entities such as cities or counties have the responsibility for regulating homes in their jurisdiction and may not be a part of the state's number.

REGISTRATION Type 1: Registration is a form of regulation that stresses caregiver self-inspection and parent awareness. It is intended to identify service providers that the government cannot or chooses not to license. The process works in the following way. Registration standards are determined. These are generally the standards used in licensing. When the provider receives informa-tion detailing these standards, she/he does a self-study to determine whether these standards are met. This study usually includes self-certification that the provider has met certain fire and health standards. It may or may not also include other requirements such as a medical examination, TB screening, child abuse clearance, criminal records check and/or finger printing. On receipt of this information by the regulating agency, the FCCH is considered to be registered and has permission to operate. Inspection visits are usually done by random sample or are only made when a complaint is lodged.

Type 2: In some states, registration is a simple sign-up procedure where operating FCCH are listed with the regulatory agency. These homes are only required to sign a health and safety checklist agreeing to meet minimum standards of health and safety.

SELF-CERTIFICATION: Self-certification is a process where a potential provider gets a form from the proper licensing agency, fills it out as it pertains to the potential FCCH, usually needs to get the form notarized, and then returns the form to the licensing agency. It may or may not include other requirements such as a medical examination, child abuse clearance, criminal records check, TB screening or finger printing.

STATE REGULATORY OFFICE: Family child care homes are regulated in each state through one, and sometimes two, state departments. Some examples are: Departments of Welfare; Social Services; Health and Welfare; Human Resources; and Family Services.

STATE SPONSOR: In the administration of the Child and Adult Care Food Program, this is the state agency which administers this program for the U.S. Department of Agriculture in a particular state.

SYSTEM: Any sponsoring organization who approves family child care homes as members of its system. Systems refer children to available homes in that system, provide administrative functions (technical assistance, evaluation, supervision, inspection, etc.) to homes in that system, and make referrals of children to available health and social services. A system may also be known as a **NETWORK**.

TRAINING: Instruction received by family child care providers on topics such as child development, child abuse identification, program planning, first aid, CPR, health, safety, and business practices. Some states require training prior to licensure and registration, some require on-going training, and others require both. The number of training hours and whether the training is required annually differ among the states.

VOLUNTARY REGISTRATION/CERTIFICATION: Many states have created this category of regulation to meet the requirements of the Child Care and Development Block Grant (CCDBG). Generally this means a provider states in writing that he/she agrees to meet minimum standards of health and safety. It may or may not also include other requirements, such as: a medical exam, child abuse clearance, TB screening, etc.

ZONING: A form of land use restriction which has as its purpose the protection of private property values or neighborhood characteristics. This has increasingly become a barrier to provision of family day care when local jurisdictions do not allow this care as a permitted use of residence.

REGULATORY REQUIREMENTS FOR FAMILY CHILD CARE HOMES

State	Type of Regulation	Number of Children Allowed in Home	Number of Children Exempt from Regulation
Alabama	Licensing	1 - 6	None
Alaska	Licensing	5 - 6	1 - 4
Arizona	Certification	1 - 4	1 - 4 (for non-subsidized children)
Arkansas	Voluntary Registration	1 - 5	1 - 5
California	Licensing	1 - 6	None
Colorado	Licensing	2 - 6 (+2 B/A School)	1 - 2*
Connecticut	Licensing	1 - 6 (+3 B/A School)	None
Delaware	Self-Certification	1 - 6** 1 - 9** (+2 B/A School)	None
District of Columbia	Licensing	1 - 5	None
Florida	Licensing (getting public funds) or Registration	1 - 5 (+5 B/A School)	None
Georgia	Registration	3 - 6	1 - 2
Hawaii	Registration	3 - 6	1 - 2
Idaho***	Voluntary Licensing	1 - 6	1 - 6
Illinois	Licensing	4 - 8 (+4 B/A School)	1 - 3
Indiana	None	-----	1 - 5

State	Type of Regulation	Number of Children Allowed in Home	Number of Children Exempt from Regulation
Iowa	Voluntary Registration	1 - 6	1 - 6
Kansas	Registration	1 - 6	None
Kentucky	Voluntary Certification	1 - 3	1 - 3
	Required Certification	4 - 6	None
Louisiana	Registration (to receive state/ federal funds)	1 - 6	None
	Voluntary Registration	1 - 6	1 - 6
Maine	Licensing or Registration (Provider's choice)	3 - 12	1 - 2
Maryland	Registration	1 - 8	None
Massachusetts	Licensing	1 - 6	None
Michigan	Registration	1 - 6	None
Minnesota	Licensing	1 - 10	None
Mississippi	Voluntary Registration	1 - 5	1 - 5
Missouri	Licensing	1 - 10	None
Montana	Registration	1 - 6	None
Nebraska	Self-Certification	1 - 8 (+2 B/A School)	None
Nevada	Licensing	5 - 6	1 - 4
New Hampshire	Licensing	1 - 6 (+3 B/A School)	None
New Jersey	Voluntary Registration	1 - 5 (+3 B/A School)	1 - 8

State	Type of Regulation	Number of Children Allowed in Home	Number of Children Exempt from Regulation
New Mexico	Licensing	5 - 6	1 - 4
New York	Registration	3 - 6	1 - 2
North Carolina	Registration	3 - 5 (+3 B/A School)	1 - 2
North Dakota	Licensing****	6 - 7 (+2 B/A School)	1 - 5
	Voluntary Registration	1 - 5	1 - 5
Ohio	Certification (only if getting public funds)	1 - 6	1 - 6
Oklahoma	Licensing	1 - 7	None
Oregon	Registration	4 - 6 (+4 B/A School)	1 - 3
Pennsylvania	Registration	4 - 6	1 - 3
Rhode Island	Certification	1 - 8	None
South Carolina	Licensing (if getting state/ federal money) OR Registration (Provider's Choice)	1 - 6	None
South Dakota	Registration (if getting public funds)	1 - 12	None
Tennessee	Licensing (Registration in Demonstration Project)	1 - 7	None
Texas	Registration	4 - 6 (+6 B/A School)	1 - 3
Utah	Licensing	4 - 6	1 - 3

State	Type of Regulation	Number of Children Allowed in Home	Number of Children Exempt from Regulation
Vermont	Registration	1 - 6 (+4 B/A School)	****
Virginia	Voluntary Registration (Some cities/ counties and 4 licensed networks have own required registration or certification)	1 - 8	1 - 8
Washington	Licensing	1 - 12	None
West Virginia	Registration (if getting public funds)	1 - 6	None
	Registration (not receiving public funds)	4 - 6	1 - 3
Wisconsin	Certification (if receiving public funds)	1 - 3	None
	Licensing (not receiving public funds)	4 or more	1 - 3
Wyoming	Licensing	1 - 6	None

* Colorado: From 1 family
** Delaware: Level I - 1:6; Level II - 1:9
*** Idaho: Individual cities have different/required regulation.
*** North Dakota: Licensing also required when caring for 4 children under 24 months
**** Vermont: From 1 or 2 families

REGULATORY REQUIREMENTS
FOR GROUP (LARGE) CHILD CARE HOMES

State	Type of Regulation	Number of Children Allowed in the Home
Alabama	Licensing	7-12
Alaska	Licensing	9-12
Arizona	Certification	5-15
Arkansas	Licensing	6-16
California	Licensing	7-12
Colorado	Licensing	7-12
Connecticut	Licensing	7-12
Delaware	Self-Certification	7-12
District/Columbia	No Classification	----
Florida	No Classification	----
Georgia	Licensing	7-18
Hawaii	Registration	7-12
Idaho	Certification	7-12
Illinois	Licensing	9-16
Indiana	Licensing	6-12
Iowa	Registration	7-11
Kansas	Licensing	7-12
Kentucky	Licensing	7-12
Louisiana	No Classification	----
Maine	No Classification	----
Maryland	No Classification	----
Massachusetts	No Classification	----
Michigan	Licensing	7-12

State	Type of Regulation	Number of Children Allowed in the Home
Minnesota	Licensing	10-14
Mississippi	Licensing	6-15
Missouri	Licensing	11-20
Montana	Registration	7-12
Nebraska	Self-Certification	9-12
Nevada	Licensing	7-12
New Hampshire	Licensing	7-12
New Jersey	No Classification	----
New Mexico	Licensing	7-12
New York	Licensing	7-12
North Carolina	Licensing	6-15
North Dakota	Licensing	8-18
Ohio	Licensing	7-12
Oklahoma	No Classification	----
Oregon	Certification	7-12
Pennsylvania	Licensing	7-12 (+3 B/A School)
Rhode Island	Licensing	9-12
South Carolina	Licensing/Registration	7-12
South Dakota	Licensing	13-20
Tennessee	Licensing	8-15
Texas	Licensing	7-12
Utah	Licensing	7-12
Vermont	Licensing	7-12
Virginia	Licensing	9-12

States	Type of Regulation	Number of Children Allowed in the Home
Washington	No Classification	----
West Virginia	No Classification	----
Wisconsin	No Classification	----
Wyoming	Licensing	7-11

1995 Family Child Care Licensing Study
QUESTION AND ANSWER SUMMARY

Q - How many regulated family child care providers are in the U.S.?

A - The results of this year's Study indicate that there are **301,426 regulated** family child care homes in the 50 states and District of Columbia. Of the total, **25,812** are classified as group or large homes and **275,614** are small homes.

State	# of FCCH	# of GCCH/LCCH	Total
AK	524	24	548
AL*	3,540	----	3,540
AR	3,006	50	3,056
AZ	1,400	177	1,577
CA	44,720	8,000	52,720
CO	6,836	50	6,886
CT	5,300	81	5,381
DC	265	----	265
DE	2,232	44	2,276
FL*	7,452	----	7,452
GA*	5,384	----	5,384
HI	429	4	433
IA	3,425	1,830	5,255
ID**	615	621	1,236
IL	9,019	166	9,185
IN	----	2,568	2,568
KS	8,974	538	9,512
KY	547	168	715
LA	9,494	----	9,494
MA	10,868	----	10,868
ME	2,445	----	2,445
MD	12,218	----	12,218
MI	12,731	2,980	15,711
MN*	15,389	----	15,389
MO	2,612	199	2,811
MS	1,700	65	1,765
MT	1,193	533	1,726
NC	3,911	229	4,140
ND	2,678	839	3,517
NE	4,037	276	4,313
NH	355	118	473
NJ	4,400	----	4,400
NM	88	170	258
NV	533	32	565
NY	11,928	1,416	13,344
OH	6,768	41	6,809
OK	3,709	----	3,709
OR	11,750	198	11,948

State	# of FCCH	# of GCCH/LCCH	Total
PA	4,431	584	5,015
RI	627	6	633
SC	2,086	358	2,444
SD	1,091	57	1,148
TN	1,829	613	2,442
TX	12,981	1,389	14,370
UT	2,475	215	2,690
VA	3,968	742	4,710
VT	1,750	20	1,770
WA*	8,627	----	8,627
WI	6,892	----	6,892
WV***	6,000	----	6,000
WY	415	378	793
TOTAL	275,614	25,812	301,426

* FCCH and GCCH/LCCH not numerically tracked separately
** Most individual city certifications or registration are FCCH
*** These are 1994 figures; no update from the state.

Q - How many and what states license, register, or certify family child care homes (required or voluntary)?

A - Some states have chosen one form of regulation exclusively, while others use a combination of two or more methods, as follows:

Eighteen states, 35%, require licensing exclusively: **AL, AK, CA, CO, CT, DC, IL, IN, MA, MN, MO, NH, NM, NV, OK, UT, WA & WY.**

Thirteen states, 25%, require a combination of registration and licensing: **GA, FL, KS, ME, MI, NC, NY, PA, SC, SD, TN, TX & VT.**

Four states, 8%, require registration exclusively: **HI, MD, MT & WV.**

Three states, 6%, require a combination of certification and licensing: **OH, RI & WI.**

Two states, 4%, require self-certification only: **DE & NE.**

One state, 2%, requires registration and certification: **OR.**

One state, 2%, requires certification: **AZ.**

Two states, 4%, use a combination of voluntary registration and required licensing: **AR & MS.**

Two states, 4%, use voluntary registration and required registration: **IA & LA.**

One state, 2%, use a combination of required licensing and voluntary self-certification: **ND.**

One state, 2%, uses a combination of voluntary licensing and required certification: **ID.**

One state, 2%, uses voluntary registration only: **NJ.**

One state, 2%, uses a combination of voluntary registration, and required registration, certification and/or licensing: **VA.**

One state, 2%, uses a combination of required certification or licensing and voluntary certification: **KY.**

Q - How many and what states require providers to furnish a social security number to the regulatory agency?

A - Thirty states, 59%, require the provider's social security number: **AL, AR, AZ, CT, DC, DE, FL, GA, HI, IA, ID, IL, KY, MD, ME, MI, MO, MS, MT, NE, NV, OK, SC, TN, TX, UT, VA, VT, WA & WY.**

Six states, 12%, request but do not require the provider's social security number: **MA, NC, NY, OR, PA & SD.**

One state, 2%, only requires a social security number if the provider receives federal funds (not CACFP): **LA.**

One state, 2%, requests, but only requires, the provider's social security number if provider receives government child care payments: **CO.**

Twelve states, 24%, do not request nor require the provider's social security number: **AK, CA, IN, KS, MN, ND, NH, NJ, NM, OH, RI & WI.**

No information provided: **WV.**

Q - How many and what states require a provider/infant ratio of 1:2; 1:3 or 1:4 for regulated providers? [Remember, many states have exempt categories of providers or a voluntary regulatory system. For non-regulated providers, the provider/infant ratios may be greater.]

A - Eighteen states, 35%, have a 1:2 provider/infant ratio: **DC, HI KY(GCCH), MD, MI, MN, NE, NH, NM, NY, OK, PA, RI, WA, WV & WY;** also **NV & SD** has a 1:2 ratio for infants under 12 months with 1:4 under 24 months.

Ten states, 20%, have a 1:3 ratio: **AK, CT, GA, IL, KS, MA, NJ, OH, UT & VT.**

One states, 2%, have a 1:3/4 ratio: **WI.**

Fourteen states, 27%, have a 1:4 ratio: **CA, CO, DE, IN, IA, KY(FCCH), ME, MO, MT, ND, OR, TN, TX & VA.**

Q - How many and what states have a greater provider/infant ratio for regulated providers?

A - Nine states, 18%, have poor provider/infant ratios: **AZ & FL**, 1:4/5; **AR, NC & MS**, 1:5; **AL & LA**, 1:6; **SC**, 1:7; and **ID**, 1:12.

Q - What states require training for providers? How much/When?

A -

State	FCCH or GCCH	Number of Hours Per Number of Years
AL	Both	4 hours every 2 years
AK	Both	5 hours per year
AR	Both	10 hours per year
AZ	FCCH	6 hours per year
	GCCH	9 hours per year
CA	Both	15 hours in preventative health practices
CO	FCCH	12 hours initial; then 6 hours per year
	GCCH(+)	Combination education and experience
CT	FCCH(+)	Child care course
	GCCH(+)	Documentation of annual continuing education
DE	FCCH	15 hours first year; 12 hours per year after
	GCCH	15 hours first year; 15 hours per year after
FL	FCCH	3 hours basic
GA	Both	10 hours per year
HI	Both(+)	Amount varies
IA	Both	2 hours per 5 years

State	FCCH or GCCH	Number of Hours Per Number of Years
ID	Both	4 hours per year
IL	GCCH	1560 clock hours plus 6 hours per year
KS	Both(+)	Requirements vary - Combination of education/experience
KY	Both	6 hours per year
LA	FCCH	80 hours for CACFP recipients only
MA	FCCH	10 hours per year 15 hours per year (**)
MD	FCCH	12 hours every 2 years
ME	Both	6 hours per year
MI	GCCH	20 hours within 2 years
MN	FCCH GCCH	15 hours in first year Combination education and experience
MO	Both	12 hours per year
MS	Both	6 hours per year
NC	GCCH	Combination education and experience, up to 20 hours
ND	Both(+)	Amount varies
NE	Both	12 hours per year
NJ	FCCH	6 hours per year pre-service; 2 years per year after
NM	FCCH GCCH	6 hours per year 12 hours per year
NV	Both	3 hours within first 6 months; 3 hours per year after

State	FCCH or GCCH	Number of Hours Per Number of Years
NY	Both	15 hours first year; 15 every 2 years after
OH	Both	Combination education and experience
OK	FCCH	10 hours per year
OR	FCCH GCCH	2 hours in first year 15 hours per year
PA	FCCH GCCH	12 hours every 2 years 6 hours per year
RI	FCCH GCCH	10 hours every 2 years 8 hours per year
SD	FCCH GCCH	6 hours every 2 years 10 hours per year
TN	FCCH GCCH	4 hours per year 8 hours per year
TX	Both	20 hours per year
UT	Both	2 hour pre-licensing; 12 hours per year
VA	GCCH	6 hours per year
VT	FCCH GCCH	6 hours per year 6-9 hours per year
WA	FCCH GCCH	5 hours initial plus HIV/AIDS Combination education and experience
WI	FCCH(+)	Requirements vary
WV	FCCH	Health/Safety twice per year
WY	Both	8 hours per year

** as of 1-96
+ see specific state for explanation

Q - How many and what states require regulated providers to attend an orientation session?

A - Twenty-one states, 41%, require orientation sessions: **AK, AZ, CA, DC, DE, FL, HI, MA, MD, ME(LIC), MI, MT, NC(FCCH), NE, NY, SD(GCCH), TN, TX, UT, VT & WA.**

Q - How many and what states require first aid and/or CPR training for regulated providers?

A - Thirty-four states, 67%, require first aid and/or CPR: **AK, AZ, CA, CO, CT, DC, DE, GA, ID(City of Lewiston Only), IL, IN, KS, KY, MA, MD, ME, MI, MN, NC, ND, NE, NH, OH, OK, PA, SC(Licensed Providers Only), SD, TX, UT, VA, VT, WA, WI & WY.** [MT strongly recommends, but does not require]

Q - How many and what states have no training requirements for regulated providers other than an orientation and/or first aid/CPR?

A - Eleven states, 21%, have no training requirement for some regulated providers (other than orientation and/or first aid/CPR): **DC, FL, IL(FCCH), LA(non-CACFP), MI(FCCH), MT, NC(FCCH), NH, OR(FCCH), SC & VA(Voluntarily Registered).**

Q - How many and what states require unannounced inspection visits in response to a complaint?

A - Thirty-two states, 63%, require unannounced inspection visits after a complaint has been made: **AL, AK, AZ(GCCH), CA, CO, CT, DC, DE, FL, GA, HI, IL, KY, MA, ME, MI, MO, NC, NE, NH, NJ, NM, NV, NY, OK, RI, SC, UT, VT, WA, WI & WY.**

Seventeen states, 33%, require either unannounced and announced inspection visits after a complaint has been made: **AR, AZ(FCCH), IA, ID, IN, KS, LA, MD, MN, MT, OH, OR, PA, SD, TN, TX & VA.**

No information provided: **MS, ND & WV.**

Q - How many and what states require a TB screening for providers and assistants? For other adult members living in the house? How many and what states require other adult immunizations?

A - Thirty-seven states, 72%, require a TB screening: **AK, AZ, CA, CT, DC, DE, FL, HI, ID(City of Coer d'Alene) IL, IN, KS, KY, MA, MD, ME, MI, MO, MT, NC, NJ, NM, NV, NY, OH, OK, PA, RI, SD, TN, TX, UT, VA, WA, WI, WV & WY.**

Twenty states, 39%, also require other adult members in the household to be screened for TB: **AK, AZ, CT, DC, DE, HI, IL, IN, KS, KY(GCCH), MD, MI, MO, MT, OK, SD, TX, VA, WA & WY.**

Seven states, 14%, require other immunizations such as MMR or HIB for providers: **AZ(GCCH), MA, ME, MS, MT, OH & VT.** Three states, 6%, require these immunizations for other adult members of the household: **MS, MT & VT.** HIB is recommended: **KS.**

Q - How many and what states have smoking policies in <u>regulated</u> family child care homes?

A - Eight states, 16%, <u>allow</u> smoking with <u>restrictions</u>: **AL, CT, KY(GCCH), MD, ME, NJ, SD(GCCH) & VT(FCCH).**

Thirteen states, 25%, <u>allow</u> smoking with <u>no restrictions</u>: **DC, FL, IA, ID, IN, LA, NC(FCCH), NV(FCCH), RI, SC, TN, WV & WY.**

Thirty-four states, 67%, <u>do not allow</u> smoking: **AK, AR, AZ, CA, CO, DE, GA, HI, IL, KS, KY(FDCH), MA, ME, MI, MN, MO, MS, NC(GCCH), ND, NE, NM, NH, NV(GCCH), NY, OH, OK, OR, SD(FCCH), TX, UT, VA, VT(GCCH), WA, & WI.**

Q - How many and what states require <u>regulated</u> providers to reside in the home in which family child care is being provided?

A - Twenty-five states, 49%, require providers to reside in the home in which care is provided: **AL, AR, CA, CO, DC, FL, GA, HI, IL, KY, ME, MI, NC, NH, NJ, NV, OH, OK, OR, RI, SC, VA, VT, WA & WV.**

Eight states, 16%, only require FCCH providers to reside in the home in which care is provided: **DE, KS, LA, NE, SD, PA, TN & TX.**

Eighteen states, 35%, have no provider residence requirement: **AK, AZ, CT, IA, ID, IN, MA, MD, MN, MO, MS, MT, ND, NM, NY, UT, WI & WY.**

Q - How many and what states track license/registration/certification denials and/or revocations?

A - Thirty-seven states, 72%, have a tracking system for denials and revocations: **AL, AR, AZ, CA, CO, CT, DC, DE, GA, HI, IL, IN, KS, KY, MA, MD, MI, MN, MT, NC, ND, NE, NH, NJ, NV, NY, OK, OR, PA, TN, TX, UT, VA, VT, WA, WI & WY.** Two states, 4%, have partial tracking: **NM** (denials only) **& OH** (GCCH only).

Ten states, 20%, do not track denials and/or revocations: **AK, FL, IA, ID, LA, ME, MS, RI, SC & SD.**

No information available: **MO & WV.**

ALABAMA (AL)

Information
Supplied By: Dianne Wright
Department of Human Resources
Office of Day Care & Child Development
50 Ripley Street
Montgomery, AL 36130
PHONE: (334) 242-1425
FAX: (334) 242-0939

Number of Homes
-3,540 family and group child care homes.
-Information on the ratio of the number of homes to licensor is not available; each of the 67 counties licenses the homes and groups homes in its county.

Provider Regulations
-Requires licensing; no fee; renewal every two years.
-Social security number of provider is required.
-Provisional licenses are not issued under any circumstances.
-Staff/child ratio is 1:6; family members not included.
-Licensee must reside in the home in which care is provided.
-Liability insurance not required.
-Substitute caregiver system required before licensing; substitute caregiver not required to be licensed.
-No space requirements.
-**Group Child Care Homes:**
 -Staff/child ratio is 2:12 ratio.
 -32 sq. ft. of space per child.

Unannounced Inspection Procedure
-Homes inspected before license is granted; subsequent on-site visits annually; no advance notice required for on-site visit.
-When an allegation is filed, county DHR worker visits, unannounced, to investigate the allegation.

Tracking of License Denials and Revocations
-Number of homes where licenses have been denied or revoked is tracked individually in each of the 67 counties.

Complaint Procedure
-To file complaint, contact county DHR responsible for licensing.
-Depending upon severity, consequences could lead to a probationary permit, suspension, or revocation of the license.

Provider Qualifications
-Provider must be at least 19 years old.

-Provider and all family members involved with the child(ren) are required to have an initial physical exam and a follow-up every 4 years.
-Three written references required before licensing.
-No criminal record checks are done unless provider or anyone in the household admits to being convicted of a criminal offense.
-No requirement for providers to have current immunizations, especially MMR, HIB or TB; no requirement for other adults in the household.

Provider Training and Orientation
-Licensing includes a training requirement - 4 hours every 2 years; documentation required.
-Orientation for prospective providers not required but is conducted in some counties.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Providers required to have parents sign emergency medical form, but it is not required that this form be notarized.

Immunization Policy for Children
-Children in family day care homes are required to have age appropriate immunizations.
-Provider's responsibility to see that child's immunization record is current and accurate.

National Life Safety Fire Code Policy
-Department does not conduct fire inspections.

Nutrition Policy
-AL Department of Education is state sponsor for USDA CACFP.
-FCC and group homes must provide nutritious meals and snacks each day.

Smoking Policy
-Smoking is allowed with restrictions.
-In FCC smoking may not take place in the presence of children, in area of food storage, and preparation or service.
-In group homes, smoking is prohibited in the presence of children.

Before and After School Programs
-Licensing law prohibits any time overlap period when before and after school children are integrated into homes caring for preschool children. Child/staff ratios must be maintained at all times.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No separate special regulations.

Zoning Regulations
-Day care homes must comply with local ordinances.

Available Resources
-Child Nutrition Program, County Day Care Coordinating Councils, orientation/training provided by some counties, information on local, state and national organizations.

Local Contact
-County Departments of Human Resources.

Pending/New Legislation
-Pending legislation to create a permanent Child Care Commission and to tighten statutes regarding suspensions.

ALASKA (AK)

Information
Supplied By: Jeanie Henry
Department of Health & Social Services
Division of Family & Youth Services
P.O. Box 110630
Juneau, AK 99811-0630
PHONE: (907) 465-3207
FAX: (907) 465-3397

Number of Homes
-524 licensed family child care homes.
-24 licensed group homes.
-An estimate of the ratio of the number of homes to licensor is 125:1; optimum would be 100:1.

Provider Regulations
-Licensing required for 5 or more unrelated children; no fee.
-Licenses renewed biennially through reapplication/annual monitoring.
-Social security number of provider not required.
-Provisional licenses are issued during the initial year of licensing and when a facility is temporarily unable to meet a requirement.
-FCCH provider may care for maximum of 8 children; maximum of 3 may be under 30 months of age, regardless of ages of other children cared for.
-Licensee not required to reside in the family child care home.
-Liability insurance not required.
-Substitute providers may be arranged; substitutes must meet same requirements as primary providers unless substitutes are providing care in the case of an emergency. There must be emergency care arrangements.
-**Family Child Care Group Home:**
-2 caregivers may care for 9-12 children; only 5 under 30 months; only 4 non-ambulatory; includes children related to the provider.

Unannounced Inspection Procedure
-Inspections of day care homes occur before licensure; subsequent visits made annually -- announced and unannounced visits occur.

Tracking of License Denials and Revocations
-Neither denials or revocations are routinely tracked.

Complaint Procedure
-To file a complaint, report to the AK Division of Family and Youth Services.
-When an allegation has been filed, DFYS investigates and may inspect facility (announced or unannounced), review records; interview staff, children, parents; and seek a search warrant.
-Consequences depend upon the seriousness of the violation and can include anything from a plan of correction to revocation of license.

Provider Qualifications
-FCCH and GCCH provider must be 18 years old; GCCH administrator: 21 years; FCCH administrator: 18 years.
-Physical exams required of prospective providers only if deemed necessary; annual TB screening required for provider and other adult members in the home.
-No other proof of immunizations are required for provider or other adult household members.
-Three positive written references required.
-Potential providers and other adults in home must sign statement verifying that they have no criminal record.
-Access to arrest data is planned.
-Fingerprinting is required for GCCH administrator.
-Criminal history background check, state and federal, required for group home administrators.

Provider Training and Orientation
-5 hours training per year required.
-FCCH and GCCH providers must have first aid and CPR training prior to licensure.
-Orientation is provided for potential providers who reside in large communities - licensing regulations and process included.
-Training is offered by some profit and nonprofit groups in the more populated sections of AK; it is difficult to have uniform training regulations because of population dispersement.
-Special training is periodically offered for providers who include children with disabilities in their care, but is not required.

Discipline Policy
-Corporal punishment is limited; requires written parental consent and a report to the parent of each spanking a child receives.

Emergency Medical Consent Policy
-Parents are required to sign emergency information cards, but giving emergency medical consent is optional; they are not required to be notarized.

Immunization Policy for Children
-Homes must keep immunization records for each child in care.
-Annual TB screening required for providers and adult members in house.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-Complies with CACFP guidelines.
-USDA CACFP sponsored by AK Department of Education.

Smoking Policy
-Smoking is not allowed whenever children are in care.

Before and After School Programs
-No overlap period allowed when integrating before and after school children in home caring for preschoolers; required child/staff ratios maintained at all times.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-Special training occasionally offered not but required.
-Providers must be comply with the guidelines of the ADA.

Sick Child Care Programs
-A child care facility may not admit a child who shows symptoms of serious illness or highly communicable disease.
-The provider should notify parent if child becomes too ill to remain in facility so child may be picked up as soon as possible.
-A facility that allows mildly ill child to remain in facility shall provide a place where child may rest or play quietly apart from other children, yet under adult supervision.
-A facility shall inform parent if child is exposed to communicable disease or contagious conditions.

Zoning Regulations
-FCCH and GCCH must comply with local ordinances.

Available Resources
-Orientation, technical assistance.

Local Contact
-Alaska Division of Family and Youth Services, Department of Health and Social Services, (907) 465-3207.

Pending/New Legislation
-Revised licensing statute will take place January 1, 1996.
-Licensing regulations are in the revision process now; will take effect on January 1, 1996.

ARKANSAS (AR) **

Information
Supplied By: Virginia S. Reid
Division of Children and Family Services
P.O. Box 1437, Slot 720
Little Rock, AR 72202
PHONE: (501) 682-8590
FAX: (501) 682-8666

Number of Homes
-822 licensed family child care homes.
-2,184 registered family child care homes.
-50 (approximate) large family child care homes.
-Ratio of the number of providers to licensor varies according to area of the state; preferred ratio is 60:1 maximum.

Provider Regulations
-Voluntary Registration available for homes exempt from licensure (caring for 5 or less children).
-Social security number of providers is required.
-One year provisional licenses can be issued for new operations and the possibility exists for a time-limited provisional license at renewal to bring home into full compliance.
-One provider may care for up to 10 children in FCCH if all are over age 3; if 2 children are under age 2, maximum of 7 permitted in FCCH.
-Preschool family members included in all ratio numbers.
-Licensed or registered provider must reside in the home; currently under review.
-Liability insurance not required, highly recommended.
-Substitute caregivers required before licensing; do not have to be licensed.
-Space requirements: 35 sq. ft. indoors; 75 sq. ft. outdoors.
-**Large Family Day Care Homes:**
 -Licensing required if provider cares for 6 or more children from more than one family; fee is $15 annually and goes to cover the cost of the background check; license renewed every two years.
 -Can be licensed for up to 16 children.
  -Provider/child ratios:
   -2: 11-14 (with no more than 4 children under 2 years).
   -2: 15-16 (with no more than 2 children under 2 years).
 -Health and fire approvals mandatory if licensed for more than 10.

Unannounced Inspection Procedure
-FCCH inspected before licensure; subsequent inspections 3-4 times per year conducted at random, announced and unannounced.

Tracking of License/Registration Denials or Revocations
-Both denials and revocations are tracked for 7 years.

Complaint Procedure
-Licensing complaints investigated within 7 days; if abuse alleged, special investigative unit and licensing conduct a joint investigation. A corrective action plan is required (or adverse action taken).

Provider Qualifications
-FCC provider must be 21 years of age or older; although some exceptions are granted after special consideration.
-Annual physical exam required of provider and adult family members living in home.
-No requirements regarding provider immunizations or those of other adult members of the household.
-Three written references required for licensing.
-Criminal record checks.
-Fingerprinting required only for persons residing in the state for less than 6 years.
-Child abuse registry check required.
-Increased prohibition from ownership/operator/employee to include drug manufacture or delivery, or any felony invoking violence.

Provider Training and Orientation
-10 hours of annual training required.
-No formal orientation program for potential providers.
-Self-instructional Child Care Training Modules available from the Division; 20-hour basic orientation class available from Vo-Tech Education.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-All children must have age appropriate immunizations prior to attending a family child care home.

National Life Safety Fire Code
-Not adopted through licensing; state enforces for more than 10 children.

Nutrition Policy
-Agreement between DCFS and nutrition monitors to provide DCFS with monitoring reports to help insure provider compliance with regulatory standards on a day-to-day basis.

Smoking Policy
-Smoking should be limited to hours children are not in care.

Before and After School Programs
-No special regulations.
-Providers are allowed 2 school age children above capacity for a short term before and after school.

Infant Care Programs
-When infants are in care, numbers reduced and health, safety and handwashing are addressed; staff-child ratios 1:6.
-Infant must be supervised at all times.

Programs for Children with Disabilities
-Staff/child ratios require increased staff to meet child's needs.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Regulated by use of "Alternative Compliance" - meets intent of regulation or exceeds the regulations.

Zoning Regulations
-FCCH must comply with local ordinances.

Available Resources
-No information provided.

Local Contact
-Division of Children and Family Services.

Pending/New Legislation
-Raised the age requiring children to be transported in child safety seats to include 3 year olds.

** Information not reverified

ARIZONA (AZ)

**Arizona has two regulatory agencies for family child care: The Department of Economic Security regulates providers caring for 1 - 4 children at a time for compensation. The Department of Health Services regulates providers caring for 5 - 10 children for compensation. Each agency is listed separately.

**Arizona Department of Economic Security

Information Supplied By:

Judie Chalfin
Family Child Care Provider Policy Specialist
Department of Economic Security (DES)
Child Care Administration, Site Code 801A
P.O. Box 6123
Phoenix, Arizona 85005
PHONE: (602) 542-4259
FAX: (602) 542-4197

Number of Homes

-1,400 family child care homes.
-The average ratio of providers to licensor is 77:1; this is based on time actually spent in certification duties.

Provider Regulations

-FCCH caring for DES-subsidized children must be certified; no fee. DES certification is renewable each year. Exception: Those clients qualifying under FSA, At-Risk and CCDBG requirements may elect to use the services of relative providers who are not certified with DES.
-Provisional certificates are not available.
-Social security number of provider is required for tracking and so DES may send out 1099 forms.
-FCCH provider may be certified by DES to care for a maximum of 4 children at a time, from birth through age 12 for compensation.
-FCCH must indemnify, and save harmless the State of Arizona and its departments, agencies, boards and commissions and all officers, agents, and employees from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description including any attorney's fee and/or litigation expenses, which may be brought or made against or incurred by the State of Arizona on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part by reasons of any alleged act, omission, professional error, by it, any employee, agent, or any representative or subcontractor, their employees, agents, or representatives in connection with or incident to the performance of the Agreement.
-FCCH shall name the State of Arizona as an additional insured.

-Provider is not required to reside in the home; however the home must meet the safety/sanitation standards, and the certificate holder must be the primary caregiver.
-Names of substitute caregivers must be submitted to DES upon certification of family child care providers; these caregivers are back-up providers and must have criminal record check and be fingerprinted.
-Space requirements: No specific square footage requirements for certification of family child care homes; family child care home space must be adequate. The certification worker may decide to reduce the number of children allowed to be cared for in the home because of size of the home, size of the rooms, etc.

Unannounced Inspection Procedure
-Home inspections occur prior to certification; there are a minimum of two yearly visits, announced or unannounced.
-On-site investigations are conducted due to any complaint which seriously affects health and safety of children in care or which presents immediate danger to children. On-site visits may be announced or unannounced, as appropriate to the situation.

Tracking of Certificate Denials or Revocations
-All denials and revocations are tracked.
-All revocations are permanent.
-Denials may be permanent or not, depending on the situation.

Complaint Procedure
-All complaints against family child care homes that have a registration agreement with DES are logged and investigated by DES as warranted. Complaints alleging abuse or neglect of children are referred to and investigated by Child Protective Services.
-Immediate consequences may result in suspension which involves removal of all DES-subsidized children for the length of the investigation and may result in revocation of certification.

Provider Qualifications
-FCC provider must be at least 18 years of age.
-Applicant must furnish proof for self and backup and all household members of freedom from disease for which routine immunizations are available; immunizations including a TB screening must be current.
-Three references required.
-Criminal record check and fingerprint check required of prospective provider and family members and other household residents age 18 or older and back-up providers; fee is presently $24/person, which provider must pay.

Provider Training and Orientation
-Provider required to complete 6 clock hours per year.
-Orientation session is required for DES and DHS perspective providers.
-CPR and First Aid training required.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Forms required, but do not have to be notarized.

Immunization Policy for Children
-Immunizations and record of them required, or exemption affidavit.
-Provider required to maintain current records.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-AZ Department of Education is state sponsor for USDA CACFP.
-Provision of nutritious meals and snacks to children is required.

Smoking Policy
-Tobacco and smoke-free environment required while children are in care.

Before and After School Programs
-No separate special regulations.
-No regulations which provide for time overlap for before and after school children; child/staff ratios must always be maintained.

Infant Care Programs
-DES certified family child care provider may care for no more than 2 children under the age of 1 at any time.

Programs for Children with Disabilities
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No separate special DES regulations.
-DES FCCH certification policy allows care of a child with a contagious illness when plans are based on competent medical advice and other children will not be endangered. A child who becomes ill while in care is to be isolated. The provider must notify the parent or responsible person as soon as possible.
-Provision of medical treatment is responsibility of parent/guardian. Emergency medical care plans are to be worked out between the parent and provider.

Zoning Regulations
-FCCH must comply with local ordinances; local jurisdictions responsible for enforcement.

Available Resources
-Arizona Association of Family Child Care, the Center for Family Child Care Resources, Southern Arizona Family Child Care Association, local child care resource and referral organizations.

Local Contact
-Day Care Group Home Certification-Department of Health Services, Office of Child Day Care Licensure.
-Family Child Care Home Certification-Department of Economic Security, Division of Children and Family Services, Child Care Administration.

**Arizona Department of Health Services Regulations

Information
Supplied By: Marlene Morgan, Program Manager
Department of Human Services
Health & Child Care Review Services
Office of Child Day Care Licensure
1647 E. Morten, Suite 230
Phoenix, AZ 85020
PHONE: (602) 255-1272
FAX: (602) 255-1126

Number of Homes
-177 group child care homes.
-Ratio of licensors to providers: 1:75 (includes homes and centers).

Provider Regulations
-DHS certifies group homes in Arizona. These certified group home providers may care for up to ten children from birth through age 12 not related to the provider, at any one time, and there may be a total of 15 children in care at one time, including children related to provider.
-Social security number of the provider is required.
-No information regarding provisional certification.
-Provider who cares for 5-10 children at a time for compensation (residential facility) certified as a Group Home or a provider caring for more than 10 children for compensation (residential facility); more than 4 (non-residential) must be licensed by DHS.
-One caregiver for each 5 children; no age specific child/staff ratios.
-Certification good for 3 years; fee $30.
-Certified provider not required to reside in the home; however, this is under review.
-Liability insurance required with a minimum limit of $100,000.
-Space requirements: inside - 30 sq. ft. open space per child; outside - 80 sq. ft. fenced space per child.
-Fire and gas inspection.
-Minimum program and equipment standards.
-Special swimming pool requirements.
-Play area must be fenced.

Unannounced Inspection Procedure
-Minimum of 2 inspections during the first year; minimum of 2 unannounced per year thereafter.

Tracking of Certification Denials or Revocations
-Both denials and revocations are tracked.
-All legal actions are maintained in the database and files retained for 6 years.

Complaint Procedure
-To file a complaint, the department must be contacted in writing, in person or orally.

-When a complaint is filed, an unannounced monitoring visit is made; information is gathered by interviewing the provider and concerned parties; a detailed report is compiled.
-The immediate consequences are more frequent monitoring, enforcement meetings, hearings and revocation of certificate.

Provider Qualifications
-High school or equivalent required.
-Minimum age requirement for provider is 21.
-References on all staff required.
-Provider shall retain and keep current the following information about child care personnel and all household members: proof of negative tuberculin skin test or chest x-ray; name, address and phone number; first aid and CPR certificates; verification of compliance with A.R.S.; date of employment or volunteer assignment; in addition for a written statement by the staff member or volunteer, on Department approved forms, testifying to immunity to measles, rubella, diphtheria, tetanus and polio.
-Individuals who were born before January 1, 1957 shall be considered immune to measles and therefore exempt from the measles immunization.
-All adults in home and staff required to be fingerprinted, registered with department, and background checked.

Provider Training and Orientation
-Current CPR and child first aid required.
-9 hours annual training required.
-Health and safety orientation required.

Discipline Policy
-Corporal punishment prohibited.

Immunization Policy for Children
-Immunizations and record of them required or exemption affidavit.
-Provider required to keep current records.

National Life Safety Fire Code
-Not adopted.

Nutrition Policy
-AZ Department of Education is state sponsor for USDA CACFP.
-Requires a varied menu of foods from within each food group to be served; minimum meal components and serving sizes as established by the National Research Council (RDA).

Smoking Policy
-Smoking is not allowed while providing child care.

Before and After School Programs
-No separate regulations.
-No provision for overlap time; child/staff ratios must be maintained.
-Supplemental equipment standards for school-age children.

Emergency Medical Consent Policy
-Forms required, but do not have to be notarized.

Infant Care Programs
-No separate regulations.
-Supplemental program and equipment standards for infants and children 2 years of age and younger.

Programs for Children with Disabilities
-No separate regulations.
-Supplemental program and equipment standards for children with disabilities.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Provider shall not accept or allow ill children. A child who becomes ill while in care is to be isolated. Provider must notify parent or the responsible person as soon as possible.

Zoning Regulations
-Must comply with all local ordinances; local jurisdictions responsible for enforcement.

Available Resources
-Arizona Association of Family Child Care, Center for Family Child Care Resources, Southern Arizona Family Child Care Association, local child care resource and referral organizations.

Local Contact
-Day Care Group Home Certification - Department of Health Services, Office of Child Day Care Licensure.
-Family Child Care Home Certification - Department of Economic Security, Division of Children and Family Services, Child Care Administration.

Pending/New Legislation
-None.

CALIFORNIA (CA)

Information
Supplied By: Bob Markell
Department of Social Services
Community Care Licensing Division
Central Operation Branch
744 P Street, M.S. 19-50
Sacramento, CA 95814
PHONE: (916) 324-4031
FAX: (916) 323-8352

Number of Homes
-44,720 family child care homes.
-8,000 (approximate) large family care homes.
-Licensor-provider ratio: 1:358.

Provider Regulations
All Family Child Care Homes (includes both large and small):
-Providers must be licensed; $25 application fee for family day care homes; $50 for LFCCH homes, paid on a yearly basis.
-Social security number of provider is not required.
-Regulations include section on parental involvement, which states that parents have access to their children at any time.
-Space requirement: None.
-Licensee must reside in the home.
-Liability insurance: Following alternatives must be followed:
1) Aggregate amount of $300,000 with at least $100,000 per occurrence, or
2) $300,000 bond (annual aggregate), or
3) Signed affidavit from each parent acknowledging that provider has neither insurance nor a bond.
4) If the FDCH provider does not own the premises in which care is provided, then the provider must advise the parents that the owner of the property or the homeowner's association may not provide insurance coverage for losses arising in connection with the FCCH.

-Working fire extinguisher & smoke alarm that meet Fire Marshall's standards.
Family Child Care Homes: Maximum capacity - 6.
-Staff/child ratio in FDCH is 1:6, with no more than 3 infants including the licensee's own children under the age of 10, or no more than 4 infants.
Large Family Child Care Homes: Maximum capacity - 12.
-Staff/child ratio is 2:12, assistant must be at least 14 years of age; No more than 4 infants; includes licensees own children under the age of 10.
-Required to have a fire clearance from the State Fire Marshall or local fire jurisdiction.
-Required to have one year experience as a regulated small FCC provider or as an administrator of a licensed day care center.

Unannounced Inspection Procedure
-In FCCH, licensing requires an announced inspection before a license is granted; subsequent unannounced visits every 3 years and on the occasion of a complaint.
-*Unannounced visits are made to an additional 10% of FCCH's annually.*
-When a complaint is filed, unannounced complaint visit is made within 10 days of receipt.

Tracking of License Denials or Revocations
-License denials and revocations are tracked for one year.

Complaint Procedure
-May be in writing, by phone or in person.
-Consequences: Citation of deficiency cited with plan of correction developed; failure to correct may result in a civil penalty assessment of $25.

Provider Qualifications
-Provider must be at least 18 years old.
-No physical exam except a TB test is required.
-No information provided about other adult immunization requirements.
-No information about number of references required.
-Criminal record check, fingerprinting and a Child Abuse Index check are required for every person 18 years of age or over who lives, or is regularly present in the provider's home; no fee for the fingerprint check, but there is a $15 fee for the Child Abuse Index check conducted by CA Department of Justice.

Provider Training and Orientation
-Specified personnel of child care facilities (family child care homes and day care centers) are required to have at least 15 hours of training in preventative health practices including pediatric CPR and pediatric first aid.
-Orientation sessions for FCC and LFCC providers conducted by district and county licensing offices; consists of an overview of licensing procedures, regulations, and community services.

Discipline Policy
-Corporal punishment prohibited; no written guidelines for discipline; methods of discipline discussed at orientation and before licensing occurs.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Prior to enrollment, all children must be immunized.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-CA Department of Education, Child Nutrition and Food Distribution Division is state sponsor for USDA CACFP.

Smoking Policy
-Smoking is prohibited in licensed child day care facilities when day care children are present.

Before and After School Programs
-No separate special regulations.
-No policy regarding overlap time for integration of school age children.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidlelines of the ADA.

Sick Child Care Programs
-If child shows signs of illness, the child shall be separated and nature of illness determined.
-If a communicable disease is determined, then the child shall be separated until the infectious stage is over.

Zoning Regulations
-FCCH considered residential use of property for purposes of zoning.
-Law prohibits specific zoning against LFCCH, but are subject to special use permits in some areas. Fees have ranged from $300-1,600.

Available Resources
-During the license orientation, resource and referral staff advise what services they offer to FCCH; further district offices advise local R&R of newly licensed FCCH; state and local family day care associations.

Local Contact
-The state contracts with 11 counties to perform the licensing tasks for family childcare. If a county contracts with the State of California, the potential family child care provider would contact the County Welfare Department; otherwise they would have to contact the nearest CA Community Care Licensing District Office.

Pending/New Legislation
-Proposed legislation dealing with swimming pool safeguards.
-Proposed legislation for capacity increase for both small and large family child care homes to accept 2 additional children who are at least 6 years of age.
-Proposed legislation to require a comprehensive earthquake emergency plan.
-Proposed legislation to require education or experience prior to licensure as a family child care licensee.

COLORADO (CO)

Information
Supplied By: Dana D. Andrews
Licensing Administrator
Department of Social Services
Office of Child Care Services
1575 Sherman Street
Denver, CO 80203-1714
PHONE: (303) 866-5958
FAX: (303) 866-2704

Number of Homes
-6,836 family child care homes.
-50 group child care homes.
-Licensor-provider ratio: as low as 1:250 in some contract counties and as high as 1:450 for state staff in metropolitan area.

Provider Regulations
-Licensed - providers who care for 2 or more children from more than 1 family on a regular basis; annual fee is $16, used to fund some State child care licensing staff positions.
-Social security number is asked for on the application form and is required to be on file for any provider who receives a government child care payment.
-Provisional licenses are issued for 6 months to allow time for the provider to obtain pre-licensing training, obtain first aid and CPR training, and build a fence around the outside play yard.
-Licenses issued as 6 month original provisional or as a permanent non-expiring.
-Staff ratio is 1:6 including family members plus an additional 2 before and after school children; infant/toddler home staff child ratio is 1:4 or 2:6.
-Licensed provider must reside in the home.
-Liability insurance not required; only if state pays for children.
-Substitute caregiver required; need not be licensed.
-Space requirements: inside - 35 sq. ft./child; outside - 75 sq. ft./child.
-**Group Child Care Homes:**
-7 to 12 children; staff/child ratio is 1:6.
-Licensing fee is $24.

Unannounced Inspection Procedure
-FCCH inspected before licensing: one unannounced supervisory visit every other year, or according to a risk-based variable visit schedule in process of being developed by the Department, or whenever there is a complaint.
-Nationally accredited homes would be visited once every 3 years.
-When a complaint is filed, an unannounced visit occurs; seriousness of the allegation will determine response time; only licensing violations are investigated.

-Immediate consequences are that violations must be corrected within a set time frame; intermediate consequences are that license can be changed to probationary and/or fines can be assessed; long term - license can be revoked.
-Licenses must be revoked through an administrative procedure prescribed by law. Hearings are held in front of an Administrative Law Judge of the Department of Administration.

Tracking of License Denials and Revocations
-Denial of licenses are tracked; no information provided about tracking of license revocations.

Complaint Procedure
-To file a complaint, call the Office of Child Care Services at (303) 866-5958.

Provider Qualifications
-Provider must be at least 18 years old.
-Initial physical exam followed by exams as required by their physician are required of the provider and family members at the home; husband and teenage children excluded if they are not regularly a part of child care.
-Colorado law has no immunization requirements for adult providers other than what their own personal physicians would require.
-Name of provider and persons living in home are screened with the child abuse registry.
-Criminal record check required of provider and family member or employee in the FCCH that is 18 years of age or older.
-If provider (or employee or family member) has lived in the state less than two years, then FBI criminal records check required.

Provider Training and Orientation
-FCCH: 12 hours of training and first aid and infant/child CPR (and adult CPR if caring for children over 8 years of age) certification required when initially licensed (must be kept current); 6 additional hours required every year.
-GCCH: 3 years experience in group care homes or as a licensed child care provider; or 2 years college education plus one year experience in group care homes; or certification as a Child Development Associate (CDA); or 40 clock hours of training and 2 years experience as a licensed child care provider and 2 years experience on a group child care home.
-Orientation for prospective providers not required but occurs in some counties.

Discipline Policy
-Corporal punishment prohibited; discipline must be constructive or educational.

Emergency Medical Consent Policy
-Forms are required; but may not have to be notarized; they must be notarized if required by local hospital or medical clinic.

Immunization Policy for Children
-State regulations require children to be immunized; provider is responsible for maintaining the information.
-Information on the state immunization law is provided by the CO Department of Health and handed out by licensing workers.

National Life Safety Fire Code Policy
-Fire Departments in Colorado generally use the National Life Safety Fire Code.

Nutrition Policy
-CO Department of Health sponsors USDA CACFP.
-Two wholesome nutritious snacks and noon meal must be served; special arrangements must be made for children in care before 6 AM and after 6 PM; meals must be balanced and include four food groups; children shall not be given food that is contrary to religious beliefs; pasteurized milk should be served.

Smoking Policy
-Smoking is not allowed in any area of the child care home where care occurs, during the hours of child care.

Before and After School Programs
-No separate special regulations.
-State allows 2 additional school age children during non-school times in addition to regular capacity of six.

Infant Care Programs
-Providers may care for no more than 2 children under two years of age.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Sick child care is not allowed in group care situations.

Zoning Regulations
-FCCH and LFCCH must comply with local ordinances; may include special use permit and/or fee.

Available Resources
-Prospective providers in some counties can attend an orientation that tells them about food programs, resource and referral, and local associations; this information is also in written form in the original licensing packets which providers receive.

Local Contact
-CO Department of Human Services or local contract agency, or regionally located state licensing worker.

Pending/New Legislation
-None.

CONNECTICUT (CT)

Information
Supplied By: Janet Chisholm, Policy Manager
Department of Public Health
Day Care Licensing
150 Washington Street
Hartford, CT 06106
PHONE: (203) 566-2549
FAX: (203) 566-2246

Number of Homes
-5,300 family child care homes.
-81 group child care homes.
-Licensor-provider ratio: in the state - 1:275.

Provider Regulations
Family Child Care Homes:
-License required; fee is $20 for 2 year; goes to state general fund.
-Renewed bi-annually through provider self-declaring changes in compliance with all regulations and submitting application.
-Social security number of provider is required.
-Provisional licenses are not issued under any circumstances.
-Staff/child ratio is 1:6 including provider's children not in school full-time; maximum of 2 infants per provider. May have total of 6 infants, including provider's own, if an approved assistant (must meet Agency qualifications) is present at all times.
-In addition to 6 full-time children, may have up to 3 school age children for up to 3 hours before and after school.
-Licensee not required to reside in the home; family child care facility must be useable as a residence.
-Liability insurance not required.
-Substitute caregivers must pass screening similar to providers.
-Space requirements: none.
Group Child Care Homes:
-Provisional license for first 6 months; renewed every 2 years.
-7-12 children; maximum of four infants to one caregiver; preschool ratio - 1:8.
-Space Requirements: 35 square feet inside; 75 square feet outside per child.
-Group child care homes may be in any facility.
-No liability insurance required.

Unannounced Inspection Procedure
-Child care homes are inspected before licensure; subsequent unannounced monitoring visits to 1/3 of the homes each year.
-When a complaint is filed, there is always an unannounced home visit to discuss complaint and inspect premises. A copy of the inspection sheet and necessary corrections are left with the provider.

Tracking of License Denials and Revocations
-Both denials and revocations are tracked; statistical data began 4 years ago and is maintained.

Complaint Procedure
-To file a complaint, call or write the agency; complaints may be anonymous, and the agency will investigate.
-Public can be informed by telephone upon inquiry of: last home inspection, substantiated complaints in the past year and adverse actions on license.

Provider Qualifications
-Providers must be at least 20 years old.
-Initial and biennial physical exams and negative TB test required of provider.
-Adult household members must have initial exams and negative TB test. No other immunizations required for adults.
-References required.
-Protective services records checked for provider and adult household members and staff.
-Criminal record check with state police required of provider, adult household members, and staff at no cost to provider.

Provider Training and Orientation
-First aid training (child care course) is required.
-GCCH providers must show evidence of continuing education (minimum of one activity per year).

Discipline Policy
-Corporal punishment prohibited.
-Positive behavior management techniques are encouraged.

Emergency Medical Consent Policy
-Forms are required, but they do not have to be notarized.

Immunization Policy for Children
-New regulations define children's schedule of immunization; provider is required to verify that both day care children and resident children are current prior to enrollment, or have a doctor's appointment.
-Children in provider's family must have annual exams and current immunizations.

National Life Safety Code Policy
-Agrees with state fire code.

Nutrition Policy
-CT Department of Education is state sponsor for USDA CACFP.
-Regulations speak to nutrition; all FCCH's are informed about nutrition programs.
-Licensers monitor for CACFP per agreement with USDA.

Smoking Policy
-Providers must not smoke when there is direct physical contact with a child.

Before and After School Programs
-No special regulations, other than developmentally appropriate program.
-Before and after school children should be in the home for no more than three hours each day before school and after school.

Infant Care Programs
-Developmentally appropriate practice, special diaper changing and diaper disposal requirements, infants must be held to be fed; program to allow crawling and individual attention.
-Ratios: 1:2 with other children present or 2:6.

Programs for Children with Disabilities
-Individual care plans are required (not written) and regulations support ADA.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Special regulations exist which allow a provider to care for a mildly ill child if that child is there on a regular basis; no sick child care on a drop-in basis; universal health precautions must be used.

Zoning Regulations
-FCCH considered legitimate use of residential property; exempt from codes.
-GCCH must comply with local zoning codes.

Available Resources
-Referral to free R&R service, nutrition sponsors, FCCH associations and publically funded training.
-Professional and training support: Financial aid, CDA 1-800 info, resource centers, Windflower Enterprises/Second Helping, health and safety courses, first aid courses, mentoring, statewide quarterly newsletter, funding to support FCCH conferences, awards to FCCH's, licensing staff as speakers and presenters.
-Resource materials: discipline, activities, business issues, and more.

Local Contact
-3 regional offices of the licensing agency.

Other Information
-Vehicles are required to be registered and insured; safety belts required.
-Dogs and cats required to be vaccinated for rabies.

Pending/New Legislation
-Intermediate remedies for action against a license to be written in the regulations: monetary penalties, letter of censure, probation, and corrective action.
-Confidentiality for 1 month during investigation of allegations.

DISTRICT OF COLUMBIA (DC)

Information
Supplied By: Valerie A. Ware, Chief
Child Care Branch
DCRA Service Facility Regulation Adm.
614 H Street, N.W., Room 1031
Washington, D.C. 20001
PHONE: (202) 727-7226
FAX: (202) 727-7780

Number of Homes
-265 family child care homes.
-Licensor-provider ratio: 7:229, ratio provides optimum supervision.

Provider Regulations
-Licensing required for FCC providers; a one-time fee of $50 is required for a home occupation permit.
-Social security number of provider is required.
-Provisional licenses are not issued under any circumstances.
-Provider/child ratio is 1:5, provider/infant ratio is 1:2.
-Maximum of 5 children may be cared for including family members under age 6.
-Providers must live in the residence in which they provide care.
-Liability insurance not required.
-Substitute caregiver system required prior to licensing; substitute must meet same requirements as primary provider.
-Providers must have policy statement which addresses their rules for operating.
-An approved fire drill plan is required.
-Space requirements: A minimum of 35 square feet per child inside FDCH.
-DC has no Group Child Care Homes.

Unannounced Inspection Procedure
-Inspections of homes required before licensing; subsequent visits conducted unannounced at any time.
-If a sexual abuse has been reported, SFRA makes an unannounced visit to the facility within 24 hours to ascertain the facility's compliance with the regulations, i.e. ensuring proper supervision.
-Complaints of unlicensed child care activity and those having other serious allegations are investigated within 24 hours.
-Complaint investigations that require on-site visits are performed on unannounced basis.

Tracking of License Denials and Revocations
-Both denials and revocations are tracked for 3 years.

Complaint Procedures
-To file a complaint, telephone or write DCRA/SFRA/SSFD, Room 1035, 614 H St., NW, Washington, DC 20001.

-Complaints are prioritized according to the nature; allegations of physical or sexual abuse are referred immediately to the Metropolitan Policy Department for investigation. Immediate consequences and penalties for violations in licensed facilities are the issuance of fines for routine infractions.
-For unlicensed activity, a Cease and Desist Order can be issued as well as a fine levied.

Provider Qualifications
-FCC provider must be between 18 and 70 years of age; over 70 must request a waiver of the regulations.
-Initial physical exam required of provider; annual exams required of provider and adults in home when children are present.
-Physicals must include TB and Syphilis testing, but no other immunization required for adults.
-Three written references required.

Provider Training and Orientation
-Emergency first aid training required.
-Orientation recommended for potential providers.
-Orientation includes information on licensing regulations in DC; offered the first Thursday of each month at 614 H Street, NW, 10th floor at 9:00 AM.

Discipline Policy
-Corporal punishment not addressed in current regulations, but prohibition is proposed in pending revision.

Emergency Medical Consent Policy
-Forms are required, but do not have to be notarized.

Immunization Policy for Children
-Children must be immunized; provider is responsible for maintaining complete records, reflecting current immunizations.

National Life Safety Fire Code Policy
-Contact DC Fire Prevention (202) 673-3250.

Nutrition Policy
-The DC Public Schools is the state sponsoring agency.
-All meals and snacks must been USDA CACFP.

Smoking Policy
-Smoking is allowed, but providers are strongly encouraged not to smoke.

Before and After School Programs
-No separate special regulations.
-No policy with regard to overlap time; child/staff ratios must be maintained at all times.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No separate special regulations.

Zoning Regulations
-No zoning regulations.

Available Resources
-Orientations to licensure requirements; pre-inspections for technical assistance; fire and lead inspections; referrals to CACFP sponsor.

Local Contact
-Child Care Branch, Dept. of Consumer & Regulatory Affairs, Service Facility Regulation Administration, Social Service Facility Division: (202) 727-7226.

Pending/New Legislation
-There are pending revised regulations for all child development facilities including family child care.

DELAWARE (DE)

Information
Supplied By: Carla Benson-Green
Office of Child Care Licensing
DE Youth & Family Center
1825 Faulkland Road
Wilmington, DE 19805
PHONE: (302) 892-5800
FAX: (302) 633-2652

Number of Homes
-2,232 family child care homes.
-44 large family child care homes.
-Licensor-provider ratio: no information available.

Provider Regulations
-FCC providers must complete self-certification process.
-Licensure renewed annually.
-Social security number of provider is required.
-Initial Provisional licenses are issued to all new providers for 6 months; license is issued pending the results of the criminal background check.
-Provider/child ratio is 1:6 for a Level I provider and 1:9 for a Level II provider, including family members under school age; maximum of 4 children under 2 years of age.
-Liability insurance not required for FCCH.
-FCCH parents must be given copy of family day care brochure and have free access to the areas of the home used for care during day care hours.
-Children can be released only to persons authorized by parent(s) who has placed the child(ren) in care.
-FCCH must reside in the home in which they provide care.
-Substitute caregiver required and her/his name, address, and phone number must be on file in provider's home; substitute does not have to be licensed.
-Providers allowed to care for 2 additional children over capacity for up to 6 hours a day for school age care.
-No square footage requirement.
-**Large Child Care Homes:**
-Ratio: 7-12 children permitted with 2 providers.
-LCCH do not have a residence requirement; may provide care in a facility or home other than their residence.
-Square footage requirement: 35 sq. ft. per child.
-Liability insurance required.

Unannounced Inspection Procedure
-Initial, announced inspection of day care home occurs within 90 days of certification; 20% sample of unannounced annual visits to be reinstituted as caseload size and priorities permit.

-Unannounced visits are made when a complaint is filed; additional follow-up visits may be unannounced or announced depending on nature of the complaint.

Tracking of Certification Denials or Revocations
-Both denials and revocations are tracked for an indefinite period of time; information maintained in data system called FACTS which tracks family and resource information in the Department.

Complaint Procedure
-To file a complaint, call or write the Office of Child Care Licensing.
-Consequences vary depending upon the nature of the complaint; may be corrective action, probation, suspension or revocation.

Provider Qualifications
-FCCH provider must be at least 18 years old.
-Initial physical exam, including TB screening, required of provider, family members who have direct contact with children, and children under 6 years of age living in the house.
-A review of immunization status is required.
-Subsequent exams required only if provider or other family member has ongoing health problem.
-Child abuse registry check done on potential provider and family members before licensure; she/he required to list any criminal offenses he/she has committed as well as those committed by family members.
-Three written references required.
-Criminal History Records check SBI and FBI required of all members of household 18 years and older.

Provider Training and Orientation
-6 hours of orientation required for prospective FCCH.
-Orientation curriculum includes: licensure process; review of requirements focusing on caregiver responsibilities, staff-child ratios, health and safety, equipment and activities, program, discipline, food and nutrition, child health, infection control procedures, communicable disease, business practices, child development, and provider community support systems.
-The training, based heavily on a Family Day Care Handbook developed by the University of Delaware for the Department, is available to be purchased by the providers for a small fee.
-15 hours of annual training required in initial year of licensure. Training shall include 9 hours of child development, appropriate caregiving and guidance of children's behavior, and 6 hours of infection control, business practices, nutrition, health, and safety. First aid/CPR also required.
-12 hours of annual training required for subsequent year of licensure.
-LCCH providers participate in orientation/training with child care center providers.
-LCCH providers required to participate in at least 15 hours of annual training in areas of child development, curriculum development, caring for children with disabilities, appropriate caregiving and guidance, health, safety and infection control.

Discipline Policy
-Corporal punishment prohibited; positive reinforcement is encouraged as method of child management.

Emergency Medical Consent Policy
-Form required; but it does not have to be notarized.

Immunization Policy for Children
-All children must be immunized; responsibility for seeing they are current is family child care provider.

National Life Safety Fire Code Policy
-An electrical inspection conducted by an approved inspection agency shall be conducted every 5 years.

Nutrition Policy
-DE Department of Public Instruction is state sponsor for USDA CACFP, local sponsors are Child Care Connection, Child Care Initiatives and Catholic Social Services.
-Nutritionally appropriate scheduled meals and snacks shall be served to the children in care for four hours or more per day; all meals must have at least one item from each of the four food groups; all snacks shall include one item from two of the four food groups.

Smoking Policy
-New Family Child Care regulations prohibit smoking in presence of children.

Before and After School Programs
-No special regulations.
-School age care may be provided for 2 additional children no more than 6 hours per day.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-Requirements reviewed to assure no conflict with ADA.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Separate regulations for day care centers and FCCH exist specifically for sick children.
-In FCCH when a communicable disease occurs, the parent of an exposed child will be notified so that she/he may observe the child.
-In FCCH any child with a fever over 101 F sustained for over 48 hours, vomiting, unexplained rash, and/or severe diarrhea will be excluded.

Zoning Regulations
-Family day care homes exempt from zoning regulations in most cases; in few areas, special permit and fee required [See New/Pending Legislation].

Available Resources
-Resource and referral, family child care provider associations, purchase of care (state subsidized care information), CACFP, and small business development information.

Local Contact
-Either the Wilmington Office of Child Care Licensing [302-892-8500] or the Dover Office of Child Care Licensing [302-739-5487], both in the Department of Services for Children, Youth and Their Families.

Pending/New Legislation
-Proposed legislation to exempt family child care from all zoning and deed restrictions in State Legislature.

FLORIDA (FL) **

Information
Supplied By: Craig Townsend
Department of Health & Rehabilitative Services
Children, Youth and Families Program Office
2811-A Industrial Plaza Drive
Tallahassee, FL 32301
PHONE: (904) 488-4900
FAX: (904) 488-9584

Number of Homes
-**4,481** licensed family child care homes.
-**2,971** registered family child care homes.
-Licensor-Home Ratio - 1:100 approximately; optimum not determined.

Provider Regulations
-Licensed FCCH may have up to 5 preschool children with one provider; additional before and after school children allowed as long as total number of children in home does not exceed 10, or 7 school-aged with no preschoolers.
-Licensing is required for those who wish to participate in child food programs and/or subsidized child care.
-Social security number of provider required on application.
-Licenses are renewed annually and require an on-site inspection for compliance with regulations by State of Florida.
-Providers (owner/operator) must reside in the home in which they provide care.
-Liability insurance not required for registered or licensed homes.
-No square footage requirement.
-Registered: FCCH not required to be licensed are registered with Dept. of Health and Rehabilitative Services; these homes are not monitored but must complete a criminal background and screening clearance plus 3 hours training.
-**No distinction between FCCH and LFCCH.**

Unannounced Inspection Policy
-All homes are inspected before licensing; FCCH inspections are announced and unannounced semi-annually thereafter.

Tracking of License/Registration Denials and Revocations
-Denials and revocations are not tracked by the State.

Complaint Procedure
-To file a complaint, parent, guardian or other party notifies licensing agency; complaint is investigated.
-Necessary corrective action is followed; unannounced visit is usual.
-Consequences: depends on severity; usually corrective action required but an administrative fine is possible.

Provider Qualifications
-FCCH must be at least 18 years old and of good moral character, and must have a negative TB test.
-Fingerprint check, local, state and Federal criminal record check, and abuse registry clearance required.
-Additional registration requirements must be provided for family child care homes which include the following: proof of substitute care, proof of background checks, proof of training and proof of immunizations.
-No other immunizations required for provider or other adults.
-Applicants shall provide the names, addresses and telephone numbers of at least 3 adults not related to them who can attest to their character and suitability to provide child care.
-Substitutes must meet the same requirements as providers.

Provider Training and Orientation
-Basic 3-hour training required for FCCH providers which includes the identification of child abuse and neglect.

Discipline Policy
-Children received for care in a FCCH should be disciplined only in a constructive manner.
-Children in FCCH shall not be subject to discipline which is severe, humiliating, or frightening.
-Discipline shall not be associated with food, rest or toileting in FCCH.
-Spanking or any other form of physical punishment is prohibited in FCCH.

Emergency Medical Consent Policy
-Emergency medical forms required, but they do not need to be notarized.

Immunization Policy for Children
-Children must be fully immunized; licensed FCCH are monitored twice a year for compliance with the standards. Corrective action is imposed for failure to comply; registered FCCH have to send in proof of immunizations.

National Life Safety Fire Code Policy
-Determined by local application; carried out on an individual basis.

Nutrition Policy
-FL Department of Education is state sponsor for USDA CACFP.
-The operator shall provide meals and snacks of a quantity and quality to supplement food served at home so that the daily nutritional needs of the children are met according to recognized nutritional standards.

Smoking Policy
-Smoking is allowed; however there is a current proposal to eliminate smoking in homes while children are present.

Before and After School Programs
-One special regulation: 7 school aged children can attend a FCCH with no preschoolers in attendance.
-No provision for overlap time for integration of school age into a FCCH caring for younger children. Staff/child ratios must be maintained at all times.

Infant Care Programs
-Children under 30 months of age shall not be permitted in bathrooms, kitchens, or other hazardous areas without the caregiver or assistant present; direct supervision at all times.
-Infants shall be provided a daily program designed to meet their needs.
-Equipment, materials, and feeding schedules must be appropriate to the developmental needs of the child in care.

Programs for Children with Disabilities
-Children with disabilities shall have activities relating to those needs that are planned with parents and/or consultants.
-There shall be suitable space and equipment so that the child can function as safely and independently as possible.
-Children with disabilities shall be considered at the age level at which they function.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-If child has a communicable illness, child must be isolated, parents called so they can bring child home.

Zoning Regulations
-FCCH are expected to comply with local ordinances. However, a license will be issued as licensing law does not require such compliance.

Available Resources
-DHRS technical assistance, FCCH coordinators for subsidized programs; local associations (check with area licensing authority for referral).

Local Contact
-For 56 counties, the Dept. of Health and Rehabilitative Services; for 11 counties, the county licensing agency.

Pending/New Legislation
-None.

** Information not reverified

GEORGIA (GA) **

Information
Supplied By: Marsha A. Gates
Child Care Licensing Section
Office of Regulatory Services
2 Peachtree Street, NW, 20th Floor
Atlanta, GA 30303-3167
PHONE: (404) 657-5572
FAX: (404) 657-8936

Number of Homes
-5,384 family child care homes (both group and small).
-Licensor-provider ratio: no information available.

Provider Regulations
-Registration for FCCH caring for more than 2 children required; registration via the mail, no fee.
-Social security number of provider is required.
-Provisional registration certificates can be issued for a period less than one year if circumstances warrant.
-Provider may care for maximum of 6 unrelated children for compensation, plus 2 additional children ages 3 and up for 2 hours per day.
-Provider/infant ratio is 1:3.
-Provider must reside in the home used for care.
-Liability insurance not required.
-Space requirements: A minimum of 35 square feet per child inside FCCH; there is no space requirement outside the home.
-**Group Child Care Homes:**
-Licensing required.
-May care for 7-18 children with two caregivers.
-Must follow GCCH regulations.

Unannounced Inspection Procedure
-No initial inspection of family day care home required; all complaints investigated through unannounced visits.
-Follow-up inspections are conducted as necessary following complaints; no other procedures are in place.

Tracking of License/Registration Denials or Revocations
-Both denials and revocations are tracked for 1 year.

Complaint Procedure
-To file a complaint, call the child care licensing section.
-Consequences are that providers are given notice of violations and an opportunity to correct. Civil penalties (monetary fines) may be assessed if

violations are not corrected or children are injured or placed in life-threatening situations.
-Registration can be revoked if children's health and safety are jeopardized.

Provider Qualifications
-Provider must be 21 years old.
-Provider must have high school diploma or GED.
-Must have satisfactory criminal record.
-No immunization of the providers and adult members of the household required.
-No references required.
-Fingerprinting and criminal record check required of provider; family members must also have criminal record check. Cost is $24 for fingerprints and $3 for criminal records background check for director, employees, and other adults in home.

Provider Training and Orientation
-FCCH: providers must have current CPR and first aid training.
-Providers must have 10 hours training annually in areas of child development, health, child abuse detection, prevention and reporting, and certain business-related topics.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form is required; but form does not have to be notarized.

Immunization Policy for Children
-Children are required to be immunized; parents are responsible for obtaining immunizations; provider must keep the children's information current.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-GA Department of Education is state sponsor for USDA CACFP.
-Meals and snacks should be nutritious and well-balanced.

Smoking Policy
-Smoking and use of tobacco are prohibited when children are present for care, except in areas totally separated from child care areas.
-Parents must be advised if smoking occurs in other areas of the home.

Before and After School Programs
-No separate special regulations.
-Providers are allowed to care for a maximum of 8 children for 2 hours a day if children are 3 years of age and up.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Same rules and regulations with variances granted for special circumstances.

Zoning Regulations
-Regulations do not require local approval.

Available Resources
-Georgia Association for Child Care Resource & Referral.
-Georgia Department of Education.
-Georgia Association for Family Day Care.

Local Contact
-DHR, Office of Regulatory Services, Child Care Licensing Section.

Pending/New Legislation
-No smoking on the premises.

** Information not reverified

HAWAII (HI)

Information
Supplied By: Luanne L. Murakami
Child Care Program Administrator
Self-Sufficiency & Support Services Division
Department of Human Services
P.O. Box 339
Honolulu, HI 96809
PHONE: (808) 586-5770 or 586-7050
FAX: (808) 586-5180

Number of Homes

-429 family child care homes.
-4 large family child care homes.
-Licensor-provider ratio: 1:12, including many other duties. 1:55 would be optimum ratio if there were no other duties.

Provider Regulations

-Registration required when caring for 3-6 children; providers caring for 1-2 children are exempt from regulation; no fee.
-Registration certificates are valid for one year.
-Social security number of provider is required on mandatory criminal history record clearance.
-Provisional certificates are issued for up to 6 months if provider is in substantial compliance with minimum standards and no conditions exist which might threaten the safety or health of a child.
-Provider can have up to 6 children; no more than 2 under 18 months, with additional adult help may have up to 4 under 18 months. Excludes provider's children who are:
a) 6 years of age or older or;
b) in school or enrolled in a child care facility for more than 6 hours/day.
-Providers must reside in the home in which care is provided.
-Liability insurance not required; providers must inform parents whether it is available or not.
-Registration certificates renewed annually with recertification forms.
-Space requirements:
a) 35 sq. ft. per child inside;
b) for outdoor space, a minimum of 150 sq. ft.;
c) for children 12 months and older, a minimum of 75 sq. ft. per child
-**Large Family Child Care Homes:**
-7 to 12 children with staff ratio of 1:8 for 2 year olds; 1:12 for 3 year olds; 1:16 for 4 year olds; and 1:20 for 5 and older. All children must be over 24 months.
-Must comply with group home and center care regulations.

Unannounced Inspection Procedure
-Homes are inspected before registration; subsequent random visits occur occasionally, or in the case of a complaint. No advance notice of visit is necessary.
-When a complaint has been filed, an unannounced visit is initiated; after the police or CPS worker conducts his/her investigation, may be another follow-up.

Tracking of Registration Denials and Revocations
-Both denials and revocations are tracked for 3 years.

Complaint Procedure
-A complaint may be filed by calling the licensing office, Child Protective Services or the police.
-Consequences: generally progressive discipline is practiced; i.e., oral, written, sanctions, suspensions, revocation unless children's health and welfare are in immediate danger--then suspension/revocation is indicated.

Provider Qualifications
-Provider must be at least 18 years old.
-Providers and all household members must have physical exam and clearance for TB before registration and every 2 years following.
-No other adult immunizations required.
-Two written references required.
-Criminal record checks and fingerprinting done for applicant, usually provider and spouse and all other employees.
-Child abuse background check is also done.
-Provider's employment history for 3 years preceding application is checked.

Provider Training and Orientation
-Training is required for renewal of license only; providers must show evidence of efforts to receive training in specific areas such as child development.
-DHS has a separate purchase of services contract with the Institute for Family Enrichment, a non-profit training agency, to provide training to active and potential family child care providers. There is no minimum charge for the training which covers health and safety issues, child development and management, and creating a safe and nurturing environment.
-Orientation for perspective providers for whom the department has been able to obtain the services of People Attentive to Children to provide group orientation on a quarterly basis.

Discipline Policy
-Corporal punishment prohibited.
-Providers cannot use humiliation or any other method which is harmful, frightening or damaging to the child's health or self-esteem.

Emergency Medical Consent Policy
-Forms are required, but they do not have to be notarized.

Immunization Policy for Children
-Children must be immunized; providers must maintain immunization records on each child.

-Records for school age children available at school; copy of immunization need not be maintained in family child care home.

National Life Safety Fire Code Policy
-Must meet local fire codes.

Nutrition Policy
-HI Department of Education is state sponsor for USDA CACFP.
-Providers are required to meet USDA recommendations relative to length of time in care, amount and frequency of meals.

Smoking Policy
-Smoking prohibited by state law in all child care facilities during the hours of operation.

Before and After School Programs
-Child staff ratio is 1:20
-No specific regulations for before and after school care.
-No provision for overlap time; child staff ratio must be maintained at all times, regardless of age.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-Special training required for providers caring for children with disabilities.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No separate licensing rules for sick child care.
-Family, Group, and School Age care rules require sick children to be separated.

Zoning Regulations
-Must comply with local ordinances.

Available Resources
-Training, recruitment, technical assistance, food program.

Local Contact
-Child Care Program Office, Self Sufficiency and Support Services Division, Department of Human Services, 1001 Bishop Street, Suite 900, Honolulu, HI 96813 [Phone: 808-586-5770].

Pending/New Legislation
-Hawaii State Legislature attempted to award the Department $500,000 for child care subsidies for children with developmental delays; based on the State's restricted budget, the bill was not passed.

IOWA (IA) **

Information
Supplied By: Barbara Bosch, Program Manager
Child Day Care Services
Department of Human Services
Hoover State Office Bldg., 5th Fl.
Des Moines, IA 50319
PHONE: (515) 281-6074
FAX: (515) 281-4597

Number of Homes
-3,425 family child care homes.
-1,830 group child care homes.
-Licensor-provider ratio: no information available.

Provider Regulations
-Voluntary Registration for FCCH; no fee.
-Social security number of provider is required.
-Provisional licenses are not issued under any circumstances.
-Staff ratio is 1:6 including provider's preschool children.
-No more than 4 children under 2 years of age at any time.
-Provider may care for 7-11 children at any one time for less than 2 hours, providing no more than 6 children are not attending kindergarten or a higher grade level; provider's child is included if he/she does not go to school.
-Registration certificates renewed annually through local (county) office of the Department of Human Services.
-Provider is not required to reside in the home used for care.
-Liability insurance is not required.
-**Group Child Care Homes:**
 -Required Registration.
 -Must have second staff person if 7 or more children are present for 2 or more hours at a time.
 -Allowed to have 7-11 children - never more than 4 under 2 years old; never more than 6 not attending kindergarten or a higher grade level.
 -Must meet certain safety requirements and have quiet area for sick child.
 -Registration certificates are renewed annually through reapplication.

Unannounced Inspection Procedure
-No home inspection required before registration; 20% of FCCH and GCCH are spot checked each year.
-State relies on parents and CACFP staff for notification of deficiencies. Parents are given letter initially explaining their responsibility.
-Complaints are investigated by an unannounced or announced visit, in which the investigator explains care requirements to provider and explores ways to fulfill the requirements.

Tracking of Registration Denials and Revocations
-No tracking is done.

Complaint Procedures
-To file complaint, contact Department of Human Services.
-Consequences for violation depend upon type and severity; if children are in immediate danger, may seek an injunction through County Attorney.

Provider Qualifications
-Provider must be at least 18 years old.
-Must have physician's signed statement, obtained at first registration and at least every 3 years thereafter, on all members of provider's household, stating that all members of household are free from disease or disabilities that would prevent good child care.
-No requirement for providers to be immunized, up to provider's personal physician.
-Criminal record check done on provider, assistant(s) and family members.
-Child abuse registry check done on provider, assistant(s) and family members.

Provider Training and Orientation
-Providers must have 2 hours of training every 5 years in child abuse identification and reporting.

Discipline Policy
-No discipline shall be used that is physically or emotionally harmful to a child.

Emergency Medical Consent Policy
-Emergency medical forms are required, but they do not have to be notarized.

Immunization Policy for Children
-Children must be immunized and current records must be in the family's file with the provider.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-IA Department of Education is state sponsor for USDA CACFP.
-Meals must be well-balanced, nourishing and in appropriate amounts.

Smoking Policy
-Smoking allowed; restrictions not addressed; risk factors to children from second-hand smoke not addressed in legal language.

Before and After School Programs
-No separate special regulations.
-FCCH may care for 5 school age children for less than 2 hours in addition to the other children in care.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with guidelines of the ADA.

Sick Child Care Programs
-The group child care home shall provide a separate quiet area for sick children.

Zoning Regulations
-Zoning requirements not part of registration requirements but are enforced separately by each city or county.

Available Resources
-Child care resources and referral organizations, CACFP, and other resources depending on local resources.

Local Contact
-Local office of the IA Dept. of Human Services.

Pending/New Legislation
-Proposed new rules address:
 -Provider required to have current First Aid and CPR.
 -Emergency numbers posted by telephone.
 -First aid supplies required.
 -More guidelines for food requirements.
 -Training requirements for all providers.

** Information not reverified

IDAHO (ID)

Information
Supplied By: Kathy James, Chief
Bureau of Family Self Support
Department of Health and Welfare
450 W. State Street
P.O. Box 83720
Boise, ID 83720-0036
PHONE: (208) 334-5691
FAX: (208) 334-6664

Number of Homes
-185 family child care homes.
-621 group child care homes.
-430 Cities of Coeur D'Alene, Lewiston, Boise, Pocatello, Chubbuck, and Moscow which have their own child care licensing ordinances - family and group.
-Licensor-provider ratio: no information provided.

Provider Regulations
-No mandatory licensing requirement for FCCH; providers may choose to voluntarily become licensed, will receive basic child care license.
-Social security number of provider is required.
-Provisional licenses are issued if the pending receipt of FBI criminal background check, and self-declaration are positive.
-FCCH provide care for 6 or fewer children.
-Provider/child ratio: most restrictive required is 1:12, not determined by age.
-If licensed, renewal every two years upon reapplication.
-Licensing fees: Fire: up to $20; Health: $35; Criminal History Check: $45 per individual plus taking prints when necessary.
-No space requirements.
-Providers are not required to reside in the home that is used to provide care.
-Liability insurance is not required.
-Group Child Care Homes:
-Certification required by law.
-May have from 7 to 12 children.
-Provider/child ratio is 1:12.
Special Regulations by City:
-City of Coeur d'Alene:
-License only valid for 1 year.
-Compliance with fire and safety regulations is required.
-Lewiston:
-Registration required for FCCH (care of 1-6 children).
-Licensing required for GCCH (care of 7-12) children).
-Approval of a Conditional Use Permit from the Planning and Zoning Commission is required; Business License is required.
-Two care providers must be present at all times.
-Compliance with fire and safety regulations is required.

-Provider to child ratio determined by a point system with provider's own children included in the total.

-**Boise:**
-License required for FCCH (care of 1-5 children).
-License required for GCCH (care of 6-12 children).
-Child care rooms may not be located above the first story.
-Space requirement: 35 sq. ft. per child

-**Pocatello:**
-License required for GCCH (care for 6 or more children under 12 years of age) and only valid for 1 year.
-Specific regulations regarding number, placement, and maintenance of smoke detectors and fire extinguisher.

-**Chubbuck:**
-License required for GCCH (care of 5 or more children under 18 years of age) and valid for 2 years.
-Specific regulations regarding number, placement, and maintenance of smoke detectors and fire extinguisher.
-Fire drills shall be held at least once a month.

-**Moscow:**
-License required for FCCH (care of 6 or fewer children); up to 4 additional school age children may be cared for; license valid for 1 year.
-License required for GCCH (care of 7-12 children); up to 5 additional school age children may be cared for; license valid for 1 year.
-Specific regulations regarding in-ground and above-ground swimming pools and hot tubs.
-Play area must be fenced in with self-closing and latching gates.
-FCCH and GCCH care area cannot exceed one story.
-Specific regulations regarding number, placement and maintenance of smoke detectors and fire extinguishers.
-Provider to child ratios are determined on a point system and providers own children are included in the point calculation.
-Health Department inspection required.

Unannounced Inspection Procedure

-If licensed, fire inspection and health inspection are required; (for FCCH and GCCH) upon each renewal, subsequent fire inspections and health inspections are also required.
-Child protection issues are investigated with on-site visit which may be unannounced; licensing issues may require unannounced on-site visit; quality of care is not regulated other than in this manner.

Tracking of License Denials or Revocations

-No tracking is done.

Complaint Procedure

-To file a complaint, concerns may be directed verbally or in writing to the licensing/child protection agency or resource and referral.
-Consequences depend on circumstances; license may be suspended or revoked, also possible criminal action.

Provider Qualifications
-FCCH must be 18 years old.
-No immunization requirements for provider or other adults in the household.
-Criminal record checks are done for those providers who have not been continuous residents of the county 3 years prior to application or employment in the child care home.
-Criminal history checks are done on the owners, operators, and employees of a child care facility who have direct contact with children, and on all volunteers and other individuals 12 years of age and older who have unsupervised direct contact with children.
-City of Coeur d'Alene:
 -Requires a TB test or doctor's certification stating the applicant is free from TB.
 -FCCH must be 21 years old.

Provider Training and Orientation
-4 hours of training required per year.
-City of Lewiston, at least one adult is required to be in attendance at all times who has proof of current training in pediatric first aid and CPR and must be renewed annually.

Discipline Policy
-No discipline guidelines.

Emergency Medical Consent Policy
-No regulations.

Immunization Policy for Children
-Children are required to be immunized, and providers must have records on file.
-Parents are responsible for maintaining immunization schedule and keeping the record current.

National Life Safety Fire Code Policy
-Not adopted on a statewide bases; licensure of homes not required by statute is permissive.
-City of Moscow has adopted LCFC.

Nutrition Policy
-ID Department of Education is state sponsor for USDA CACFP.
-No current policies regarding nutrition; legislation to be introduced.

Smoking Policy
-Smoking is allowed with no restrictions; children are not protected against second-hand smoke.

Before and After School Programs
-No policy regarding overlap time when integrating when preschool children.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No separate special regulations.

Zoning Regulations
-FDCH must comply with local ordinances.

Available Resources
-Child and Adult Care Food Program Sponsors, Child Care Resource and Referral Organization; state family child care association.

Local Contact
-Coeur D'Alene, Boise, Pocatello, Lewiston, Chubbuck, Moscow have own licensing ordinances where state is not involved (contact city clerk offices). Otherwise, contact Idaho Dept. of Health and Welfare Regional Offices.

Pending/New Legislation
-None from State of Idaho.
-City of Lewiston:
  -Resident persons will not be exempt from fingerprinting and an increase in fingerprinting fees to current state and federal charges.
  -4 hours of child development related education/training per year will be required for the provider, employees and assistants.

ILLINOIS (IL) **

Information
Supplied By: Carol Borders
Licensing Specialist
Department of Children & Family Services
Office of Licensing
406 East Monroe Street
Springfield, IL 62701-1498
PHONE: (217) 785-2688
FAX: (217) 524-3347

Number of Homes
-9,019 family child care homes.
-166 group child care homes.
-No information available about licensor-provider ratio.

Provider Regulations
-Family Child Care Homes
-License required if caring for more than 3 children under age 12; no licensing fee.
-Providers caring for 1-3 children are exempt from regulation.
-Licenses renewed every 3 years.
-Social security number of provider is required.
-Provisional licenses are not issued; however, permits may be issued for 2 months prior to the meeting of all requirements and conditional licenses may be issued for 6 months prior to revocation of licenses in order to provide an opportunity to achieve full compliance.
-Maximum provider/child ratio is 1:12: includes providers own natural, foster, adopted or unrelated children under age 12, and with no more than 5 under age 5 and no more than 3 under age 2; OR with 6 children under age 5 of which no child may be under age 3; OR a school age group consisting of 8 school age children.
-Provider with an assistant may care for a total of 8 children under 5 years of age of which 5 children may be under 2 years; 4 additional children who attend school full time may be accepted for care only if the assistant is 18 years of age or older and a fire clearance has been obtained.
-All providers are required to reside in the home in which care is provided.
-Liability insurance not required.
-Substitute caregiver required before license granted; substitutes do not have to be licensed.
-Space requirements: a minimum of 35 sq. ft. of floor space for each child in care and an additional 20 sq. ft. of floor space for each child under 30 months of age when capacity exceeds 8.
-Group Child Care Homes
-GCCH license valid for 3 years.
-May care for more than 3 up to 16 children including family's natural, foster or adopted children and all other persons under the age of 12, according to the following:

a) no more than 4 children under 15 months of age; b) no more than 6 children under 30 months of age with no more than 4 children under 15 months of age; c) no more than 12 children under age 6 years of which no more than 6 may be under 30 months and 4 under 15 months of age.
-May accept 4 additional children who are attending school full time if a part time before and/or after school assistant is employed and a fire clearance is obtained.
-Space requirements: A minimum of 35 sq. ft. of floor space for each child and an additional 20 sq. ft. of floor space for each child under 30 months of age.

Unannounced Inspection Procedure
-Inspections of home prior to licensing and renewal of license; monitoring visits must occur at least annually; visits are unannounced.

Tracking of License Denials and Revocations
-Both denials and revocations are tracked; once data has been entered, no closure on the length of time information is retained in the database.

Complaint Procedure
-Child abuse or neglect reports may result in barring or removing the person from the facility and assuring that another adult is always present when the subject of the investigation is in contact with the child(ren).
-Responses made to all complaints within 2 working days.
-Public may receive requested information on any substantiated parental complaint.

Provider Qualifications
-FCCH provider must be 18 years old; GCCH provider must be at least 21 years of age.
-Initial and biennial physical exams, including a TB test administered by the Mantoux method, required of provider and provider's family.
-No other adult immunizations required.
-Three written or oral references required.
-Child Abuse Registry check required.

Provider Training and Orientation
-Both FCCH and GCCH must be trained and certified in first aid, Heimlich maneuver, and Infant/Child CPR.
-No other training required for FCCH.
-GCCH provider must have one year (1560 clock hours) of child development experience in a licensed day care home, nursery school, kindergarten, or licensed day care center plus 6 semester or equivalent quarter hours in courses related directly to child care and/or child development from an accredited college or university.
-GCCH shall complete 6 clock hours of continuing education per calendar year.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Signed consent forms are required for emergency medical care and treatment.

Immunization Policy for Children
-Children must be immunized and providers are responsible to maintain current records.
-Parents may request a religious or clinical grounds exemption.

National Life Safety Fire Code Policy
-Department rule establishes requirements if basements are used for child care of if children under 30 months are cared for above the second floor or in apartment buildings; fire clearance required only when question of compliance with the rule.

Nutrition Policy
-Meals and snacks shall be provided by the facility in a quantity and of such quality as to meet the daily nutritional needs of the child.
-All meals should be suitable for children and prepared by methods designed to conserve nutritive value, flavor, and appearance.

Smoking Policy
-Smoking prohibited in any area of facility in which day care services are being provided while children are present; also prohibits smoking while transporting children.

Before and After School Programs
-FCCH and GCCH may increase their capacity from 8 to 12 or from 12 to 16 children respectively to accommodate caring for school age children with certain other restrictions.
-No policy regarding overlap time; child/staff ratio must be maintained.
-When acceptance of siblings of children who are already in care will place the licensee out of compliance with the established age groupings, licensee may develop a transition plan which will be submitted to the licensing representative for review and approval.

Infant Care Programs
-Infant is defined as a child age 6 weeks to 15 months; toddler is 15 months to 2 years of age.
-Children under 30 months of age shall not be permitted in bathrooms, kitchens, or hazardous areas without the caregiver or assistant present.
-Infants shall be provided a daily program designed to meet their needs.
-Feeding schedules and procedures shall meet the developmental needs of the child(ren).
-Equipment and material must be appropriate to developmental needs of the child(ren) in care.

Programs for Children with Disabilities
-Reviewing to comply with ADA.
-Children with disabilities shall have activities relating to them that are planned with parents and physicians.
-Parents shall be fully informed and in agreement with all procedures undertaken in relation to the child's needs.

Sick Child Care Programs
-Group care prohibited by public health regulations when communicable diseases are present, otherwise at discretion of caregiver.

Zoning Regulations
-FCCH and GCCH must comply with local ordinances.

Available Resources
-Strong child care resource and referral network; 16 services in the state.

Local Contact
-Regional Offices of the Illinois Department of Children and Family Services.

Pending/New Legislation
-Extension of license period from 2 years to 3 years effective July 1, 1995.

** Information not reverified

INDIANA (IN)

Information
Supplied By: Keith Carver, Supervisor
Day Care Licensing Unit
Division of Family and Children
402 W. Washington St., Room W-364
Indianapolis, IN 46204
PHONE: (317) 232-4442
FAX: (317) 232-4436

Number of Homes
-2,568 large family child care homes.
-Licensor to provider ratio: information not provided.

Provider Regulations
License required for large family day care homes where 6 or more unrelated children are in care; fee is $25 per year.
-Providers caring for 1-5 children are legally exempt from regulation.
-Provider social security number not required by state law.
-Provisional licenses can be granted due to non-compliance with a rule because home is not in full operation. Licenses that expire after a year and are reviewed every three months.
-Licenses renewed every two years with annual inspections.
-Providers re-submit application and criminal history check and an updated home study when inspections are done.
-Maximum of 12 full time children permitted; Child-staff ratios are: 1:10, 2:11 or 12, and 1:4 (when children are under age two).
-Providers are not required to reside in the facility; however, the building must be a "Residential Structure."
-Liability insurance not required.
-No space requirements.

Unannounced Inspection Procedure
-FCCH must be inspected prior to licensing; subsequent visits annually and can be unannounced.

Tracking of License Denials or Revocations
-Both denials and revocations are tracked for 3 years.

Complaint Procedure
-To file a complaint, contact child welfare/child protection units of local county DFC offices.
-When a complaint is filed, state follows regular child welfare complaint procedures.
-Consequences vary from revocation of license to prosecution, depending on severity of the violation.

Provider Qualifications
-Must be at least 21 years old.
-Providers and other adult members in the house must have initial physical exam (with TB test) and a follow-up every 3 years.
-No other adult immunizations required.
-Three written references required.
-Provider and employees required to submit a criminal history check.

Provider Training and Orientation
-Must have completed a first aid course within the last 3 years prior to licensure/employment and shall complete another course every 3 years thereafter from the date of the previous course.

Discipline Policy
-Corporal punishment is permitted in FCCH.

Emergency Medical Consent Policy
-Form is required to be signed by a parent or legal guardian.

Immunization Policy for Children
-Children must be immunized; providers must maintain current records.
-Parents may request in writing an exemption based on religious beliefs.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-IN Department of Education is state sponsor for USDA CACFP.
-State regulations require meal and 2 snacks for full time care; 1 snack for part time care and full time after 6 PM.

Smoking Policy
-Smoking is allowed without restriction.

Before and After School Programs
-No separate regulations.
-If a home cares for children less than 4 hours a day, they are not required to be licensed.

Infant Care Programs
-Special regulations in addition to basic FCCH regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with guidelines of the ADA.

Sick Child Care Programs
-If a child becomes ill during the day, the child shall be isolated from others.

Zoning Regulations
-FCCH exempt from local ordinances which would prohibit their operation solely because they are a business or impose restrictions greater than those imposed by state licensing.

Available Resources
-New training being planned funded by new licensing fees.

Local Contact
-The local office of the Division of Family & Children in the county in which they live.

Pending/New Legislation
-Class II FCCH regulations are being promulgated which will allow up to 16 children with a Class II License.

KANSAS (KS)

Information
Supplied By: Christine Ross-Baze, Director
Department of Health and Environment
109 S.W. 9th, Mills Bldg. 400-C
Topeka, KS 66612-2217
PHONE: (913) 296-1272
FAX: (913) 296-7025

Number of Homes

-**4,246** registered family child care homes.
-**4,728** licensed large family child care homes.
-**538** group child care homes.
-Licensor-provider ratio: varies from county to county.

Provider Regulations

-**Family Child Care Homes:**
 -Registration: providers caring for 6 or fewer children are required to be registered; annual fee is $5.
 -Social security number of provider is not required.
 -Number of caregivers per group of children: 1.
 -Provider/infant ratio: 1:3 (infant defined as up to 18 months).
 -Parents must be allowed total access to their children in FCCH.
 -FCCH must notify parents of the requirements for registration and parents must sign that they have received this information.
 -FCCH must reside in the home used to provide care.
-**Large Family Child Care Homes:**
 -Licensing: providers caring for 7-12 children must be licensed; annual fee is $15.
 -Licenses are reviewed annually.
 -No provisional licenses issued; a 90 day temporary permit is provided for initial applicants of licensed day care homes.
 -Space requirements: for licensed homes - 25 sq.ft. of available indoor play space per child for day care homes serving 7 to 12 children; outdoor space requirements not specified.
 -If second floors or basements are used in licensed child care homes, they must have fire safety approval.
 -Providers are not required to reside in the facility.
-**Group Child Care Homes:**
 -Licensed required; annual fee is $15 and license is reviewed annually.
 -GCCH provider may care for 9-12 children; 2 adults may be required.
 -Must have fire safety approval.
 -Providers are not required to reside in the facility.

Unannounced Inspection Procedure

-LCCH and GCCH are inspected before licensing; those providers that are only registering do not have to be inspected.

-Following licensure, subsequent annual visits are made to homes for inspection.
-When a complaint has been filed, usually an unannounced visit is made to the child care home and a complete investigation follows, which may include calling other parents.

Tracking of Registration/License Denials or Revocations
-Both denials and revocations are tracked; has been yearly since 1991; so far in 1995, 22 licenses have been denied and 33 licenses revoked.

Complaint Procedure
-To file a complaint, call or write the local licensing office; anonymous is accepted.
-Consequences are: formal correction order, civil fine up to $500, suspension, or revocation of license; if revoked there is a one year moratorium before the individual can re-apply.

Provider Qualifications
-Provider must be at least 18 years old.
-The provider and anyone 16 years of age or older that lives, works, or volunteers in the day care home is required to have record of a negative TB test or X-ray testing is also required if there has been exposure.
-HIB recommended, but not required. No other adult immunizations required.
-References not required.
-Criminal record check (no fingerprinting) and Child Abuse Registry check done on provider and provider's family members, volunteers, and employees 10 years of age and older. No fee for the check.

Provider Training and Orientation
-FCCH and LCCH: training is required. All homes are required to have first aid training.
-LCCH: additional training is required as follows: providers must submit documentation within 60 days that one of the following requirements has been met: (1) five sessions of observations, not less than 2 1/2 hours per observation, (2) a child development associate credential (CDA), (3) 15 hours of directed readings, videotapes, etc. or (4) employment for not less than three months in a LCCH, GCCH, or child care center which had been in operation for three or more years.
-GCCH: Within 60 days following the initial application for license or employment, one of the following must be met: (1) six months of supervised employment in licensed facilities with children the same age as enrolled in GCCH, (2) 10 hours directed reading and 5 sessions of observations, not less than 2 1/2 hours per observation, (3) CDA, (4) minimum three semester hours of academic credit or equivalent training in child development, early childhood education, and curriculum resources, and supervised observation in high school or college or three months experience with children of the same age as enrolled in GCCH, or (5) requirements for program director of child care center as regulated by rules and regulations.
-Prior to relicensure, provider in LCCH or GCCH shall provide documentation of (1) 5 clock hours of in-service training, (2) 5 hours of directed reading, or (3) current accreditation by National Association for Family Child Care (NAFCC).

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Forms required; only notarized in accordance with the requirements of the medical facility.

Immunization Policy for Children
-Children in any category of child care must be immunized, as of 1992.

National Life Safety Fire Code Policy
-Is adopted.

Nutrition Policy
-KS Department of Education sponsors USDA CACFP.
-Nutrition requirements in the regulations.

Smoking Policy
-Smoking is prohibited indoors in registered or licensed homes while children are present.

Before and After School Programs
-No separate special regulations.
-In licensed homes, an overlap time of one hour for 2 children may be requested.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Regulated by quarantine requirements of the Department.

Zoning Regulations
-Must comply with local ordinances; not enforced by state regulation.

Available Resources
-Information about CACFP, local and state family child care associations, resource and referral services, educational services.

Local Contact
-County Health Departments and private contractors.

Pending/New Legislation
-None.

KENTUCKY (KY)

**Kentucky has two regulatory agencies for family child care: The Cabinet for Human Resources, Department of Social Services, Child Care Services Branch certifies family child care providers caring for 4-6 children. The Cabinet for Human Resources, Office of the Inspector General, Division of Licensing and Regulations licenses providers caring for 7 or more children. Each agency is listed separately in this Study.

** DSS, Child Care Services Branch

Information
Supplied By: Lydia Roberts, Manager
DSS, Child Care Services Branch
Cabinet for Human Resources Building
275 East Main Street, 6th Floor West
Frankfort, KY 40621
PHONE: (502) 564-2524
(800) 421-1903

Number of Homes
-547 certified family child care homes.
-No information available regarding ratio of licensors to homes.

Provider Regulations
-Certification is required for family child care home providers caring for 4-6 unrelated children.
-Voluntary certification for a provider if caring for 3 or fewer children.
-Renewal for certification involves repeating the certification process every two years.
-Fee of $10 is required upon initial application.
-Social security number is required.
-Provisional certificates are not issued under any circumstances.
-If more than 4 infants are in care, provider shall employ an assistant who must be 16 years of age or older.
-There shall never be more than 6 children under the age of 6 years old including the provider's own or related children; maximum number of children in care shall never exceed 10.
-Space requirement: Indoor areas, including furnishings, used for child care shall contain a minimum of 35 sq. ft. per child.
-A substitute provider is required in the absence of the provider; substitute must be at least 18 years old.
-Providers must reside in the home in which care is provided.
-Liability insurance is required for the provider.

Unannounced Inspection Procedure
-FCCH is inspected before certification is approved and upon renewal; unannounced inspections upon receipt of complaint; annual spot check conducted on certified homes.

Tracking of Certificate Denials or Revocations
-Both are tracked indefinitely.

Complaint Procedure
-Complaints may be filed verbally or in writing to the DSS.
-DSS is mandated to respond to all complaints.
-Denials, suspensions, revocations or refusals to renew will be made in writing to the provider, stating the reasons for the adverse action and the provider's right of appeal.
-Appeals may be made by the provider within 15 days after receipt of the notice of the intended action.
-Provider will be notified of hearing time and location within 15 days of receipt of the request for hearing. All decisions of the hearing officer are final and provider is notified in writing.
-Providers who continue to care for 4-6 unrelated children after the closing date established by DSS will be subject to legal action by CHR under law.

Provider Qualifications
-Providers must be at least 18 years old.
-Two character references are required for the provider.
-A criminal records check is required for the provider, assistant, substitute provider and all adults living in the FCCH.
-A TB test is required of the provider (administered within 30 days of application) and substitute provider; no other adult immunizations required.
-A written physician's statement is required for the provider.

Provider Training and Orientation
-At least 6 hours of training in basic health, safety and sanitation, recognizing and reporting child abuse and developmentally appropriate child care practices is required for the provider.
-Beginning with the second year of operation, provider must obtain at least 6 hours of training in child development.
-Current certification in infant and child first aid and infant and child CPR is required.

Discipline Policy
-Physical punishment and placement of a child in a locked or confined space are prohibited.
-Disciplinary methods which humiliate, shame or frighten a child are prohibited; as well as harsh or demeaning language in the presence of the children.
-Discipline shall not be delegated to another child or related to food, rest, toileting, or not sleeping during rest time.

Emergency Medical Consent Policy
-Forms are required, but they do not have to be notarized.

Immunization Policy for Children
-Enrolled children are required to be immunized.
-Current immunization certificates must be on file for all children in care, including related children.

National Life Safety Fire Code Policy
-Not adopted.
-Each floor level used for child care shall have at least one unblocked exit and at least one smoke detector and fire extinguisher.
-FCCH shall have at least one telephone in working order with the emergency number of the fire station posted by each telephone.

Nutrition Policy
-KY Department of Education is state sponsor for USDA CACFP.
-Children are to be served meals which include a food from each of the four basic food groups and snacks appropriate in the amount and type of foods served for the ages of children in care.

Smoking Policy
-Smoking is prohibited in the presence of children in care.

Before and After School Programs
-No separate special requirements.
-No policy concerning overlap time.

Infant Care Programs
-No separate special requirements.

Programs for Children with Disabilities
-No separate special requirements.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-A quiet, separate area, which can be easily supervised, for children too sick to remain with other children is required.

Zoning Regulations
-No special requirements.

Available Resources
-The Cabinet for Human Resources, Department of Social Services, offers resource and referral information, CACFP information, and subsidized child care programs for qualified applicants.

Local Contact
-Local county Department of Social Service offices.

Pending/New Legislation
-None.

**OIG, Division of Licensing and Regulations

Information
Supplied By: Bess Abney, Licensing Program Specialist
Office of the Inspector General
Division of Licensing and Regulations
Cabinet for Human Resources Building
275 East Main Street, 4th Floor East
Frankfort, KY 40621
PHONE: (502) 564-2800
FAX: (502) 564-6546

Number of Homes
-168 licensed large family child care homes.
-No information available regarding ratio of licensors to homes.

Provider Regulations
-Licensing required for FCCH providing care for 7 or more children; initial fee is $80 for a new Type I; $40 for a new Type II.
-Licenses renewed annually; renewal fee is $40 for Type I & II.
-Relicensure involves submission of an application by the provider and an on-site inspection by the licensing agency.
-Kentucky divides child care facilities into two types: I and II; LCCH comes under the Type II description.
-LCCH may provide care for 7-12 children, including provider's own children; when more than 10 children are cared for, an assistant is required.
-LCCH inspected before licensing; subsequent visits occur during annual renewal and on occasion of complaints.
-Social security number is required.
-No provisional licenses can be issued.
-The age of the youngest child in care determines how many children may be in the home and stay within provider/child ratios; with 1 child 2 years old or younger, no more than 6 children may be cared for; if youngest child is between 2 and 3 years old, no more than 10 children may be cared for. The age of the youngest child in the group determines the staff child ratio.
-Providers are required to reside in the home in which care is provided.
-Liability insurance required prior to licensing.
-Minimum of 2 substitute caregivers required.
-Space requirements: 35 sq. ft. per child inside-exclusive of kitchen, bathroom, and storage areas. If a facility does not have an outdoor play area, the indoor space to be used as a play area must be a minimum of 60 sq. ft. per child using the area at any one time separate and in addition to the 35 sq. ft. minimum as described previously. The area must include gross motor equipment and be well ventilated and heated. The outdoor space shall be adequate for the number of children who are outdoors at the time.

Unannounced Inspection Procedure
-When a complaint is filed, an unannounced site visit is made. If the allegation includes abuse/neglect, a joint visit is made with the DSS.

Tracking of License Denials or Revocations
-Both are tracked for 5 years.

Complaint Procedure
-The Division of Licensing and Regulation is mandated to respond by investigation to any referral alleging non-compliance with licensing regulations; an unannounced site visit is made.
-Consequences: Illegal operators are required to become licensed or face legal action. In licensed facilities, deficiencies are cited; due process for correction is followed; non-correction could result in negative action to pursue revocation of license.

Provider Qualifications
-Provider must be 21 years old.
-TB tests required of provider, assistants, and all adults residing in home; no other adult immunizations required.
-Criminal record checks and fingerprinting required.
-Master's degree in ECE/D, no experience required; or Bachelor's degree in ECE/D, no experience required; or Master's degree or a Bachelor's degree in any field other than ECE/D, plus two years full-time paid experience in working with young children in a group; or Master's degree or Bachelor's degree in any field other than ECE/D, plus twelve hours of child development training; or Child Development Associate (CDA), plus twelve hours of child development training; or Associate of Arts degree, plus twelve hours of child development training; or Competency-based vocational training in ECE, plus twelve hours of child development training; or General Equivalency Diploma (GED) or a high school diploma, plus twelve hours of child development training.
-All training must have CHR approval.

Provider Training and Orientation
-Regulations require 6 contact hours of orientation training in early childhood development to be completed within the first 3 months of employment of newly hired employees. CHR core curriculum is required for this purpose.

Discipline Policy
-Corporal punishment prohibited.
-Discipline methods must be in writing and adhere to FCC regulations.
-A positive approach to discipline must be used.

Emergency Medical Consent Policy
-Forms are required, but they do not have to be notarized.

Immunization Policy for Children
-Children are required to be immunized; records must be on file within 90 days of enrollment and kept current.

National Life Safety Fire Code Policy
-Federal Fire Safety Code enforced by State Fire Marshal's Office.

Nutrition Policy
-KY Department of Education is the state sponsor for USDA CACFP.
-Children are to be served meals which include a food from each of the 4 food groups following the guidelines of USDA.

Smoking Policy
-Smoking is allowed; however, smoking can only take place in designated areas away from the children.

Before and After School Programs
-No separate special requirement.
-No policy regarding overlap time.

Infant Care Programs
-Separate area for infants is required.
-Hygienic practices related to infant care addressed by regulations; age appropriate activities.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with guidelines of the ADA.

Sick Child Care Programs
-Sick child is prohibited from staying in day care while sick.

Zoning Regulations
-FCCH must comply with local ordinances; zoning ordinances must be met as a prerequisite to licensure.

Available Resources
-CHR, DSS offers statewide child care resource and referral network, subsidized child care programs, and Bill of Rights for Parents and Children who receive child care; also child care advisory council.

Local Contact
-Regional office of the Cabinet for Human Resources, Division of Licensing and Regulations for licensed homes.

Pending/New Legislation
-None.

LOUISIANA (LA)

Information
Supplied By: Linda B. Lambert
Family Day Care Home Program
Department of Education
P.O. Box 94064
Baton Rouge, LA 70804-9064
PHONE: (504) 342-3990
FAX: (504) 342-3305

Number of Homes
-**9,494** family child care homes.
-Licensor-provider ratio: no information available.

Provider Regulations
-Registration required only if caring for 6 or less children and receiving state and/or federal funds.
-Social security number required if receiving federal funds (not for CACFP).
-Provisional licenses not applicable.
-Annual fee - $5.00; for CACFP participants, $30.00 for State Fire Marshal Inspection.
-Provider/child ratio is 1:6.
-Requires annual approval by State Fire Marshal; CACFP may have more.
-Providers are required to reside in the home.
-**Group Child Care Homes:**
-Licensed as centers; 7 or more children; follows center regulations.

Unannounced Inspection Procedure
-Annual registration renewal visits and other unannounced visits are conducted.

Tracking of Registration Denials or Revocations
-FCCH denials or revocations are not tracked.

Complaint Procedure
-To file a complaint against a registered provider, contact Department of Social Services, Child Abuse, or Education, or the State Fire Marshal.
-Depending upon nature of complaint, an unannounced visit may be appropriate.
-Consequences include possible loss of registration and all funding.

Provider Qualifications
-Provider must be at least 18 years old; no other special qualifications.
-No information about adult immunization requirements.

Provider Training and Orientation
-Providers for CACFP funds must participate in orientation, recordkeeping, etc. sponsored by agency (approximately 80 hours).
-No required orientation or training for other funded FCCH.
-All registered FCCH may attend free training programs.

Discipline Policy
-Providers in CACFP may not use food as means of discipline.
-Providers must comply with state child abuse and neglect laws.

Emergency Medical Consent Policy
-Not required.

Immunization Policy for Children
-Not required.

National Life Fire Safety Code Policy
-All registered providers inspected by State Fire Marshal.

Nutrition Policy
-LA Department of Education is state sponsor for USDA CACFP.
-If provider participates in CACFP, they must follow guidelines; otherwise there is no nutrition policy.

Smoking Policy
-No policy regarding registered family child care homes.

Before and After School Programs
-No separate special regulations.
-No policy regarding overlap time.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Must comply with the guidelines of the ADA.

Sick Child Care Programs
-No separate special regulations.

Zoning Regulations
-Up to local authorities to enforce as appropriate.

Available Resources
-CACFP offers free training to registered homes on child growth and development, fire safety, and health.

Local Contact
-Local offices of FCCH sponsoring agencies.
-Local Department of Social Services offices.

Pending/New Legislation
-None.

MASSACHUSETTS (MA) **

Information
Supplied By: Frances Barrett
Office for Children
One Ashburton Pl., Rm. 1111
Boston, MA 02108
PHONE: (617) 727-8900
FAX: (617) 727-0528

Number of Homes
-10,868 family child care homes.
-Licensor-provider ratio: 1:380.

Provider Regulations
-Licensure required; $75 fee for initial license, plus $75 renewal for every 3 years; independent, approved assistant, $50 fee.
-Provider social security number is requested, but optional.
-Provisional licenses are not issued under any circumstances, but a license may be issued for less than 3 years.
-Providers may care for maximum of 6 children under the age of 7, including participating children living in the home; provider/infant ratio is 1:3. [One of the three must be 15 months of age and walking.]
-Provider is not required to reside in the home, but someone must be living in the home where the care is being provided.
-Liability insurance not required.
-Space requirements: Indoor - 150 sq. ft. for care of 1 or 2 children, 225 sq. ft. for care of 3-6 children; outdoor - 75 sq. ft. per child in care.
-No provision for group child care homes.
-Legislation is pending.

Unannounced Inspection Procedure
-Inspection of FCCH prior to or within 6 months of licensure; subsequent visits made on complaints and for monitoring.
-90% of licensees visited prior to licensure.
-Licensing study visits are generally announced; complaint visits are generally unannounced.

Tracking of License Denials or Revocations
-Both are tracked manually.

Complaint Procedure
-To file a complaint, orally or in writing contact the Office for Children.
-When a complaint has been filed, the licensor or investigator will conduct an unannounced monitoring visit and collateral contacts, if appropriate.
-Consequences are as follows: Cited given between 0-30 days to comply, or legal order including: Emergency Deficiency Correction Order, Deficiency Correction Order, Emergency Suspension, a Show Cause to Revoke, fines, or sanctions.

Provider Qualifications
-FCCH provider must be 18 years old.
-Provider shall submit evidence, at the time of application of: Immunity for MMR; a negative Mantoux TB test; a physical examination, including any limitations in working with young children.
-The physical must be renewed every 3 years.
-Two written references required.
-Employer references may be required if person applying for registration has been employed outside home within 5 years prior to application.
-Criminal record checks done on provider, all family members age 17 and over, persons regularly on premises, approved assistants, and household member assistants.

Provider Training and Orientation
-New applicants: CPR, First Aid and a 3 hour orientation approved by the Office using the resource guide "Establishing a Successful Family Day Care Home" developed by the Office.
-Renewal providers: CPR and First Aid; also, 10 hours of training required, and in 1996, 15 hours of training will be required.
-Training must be relevant to the care of young children.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Forms are required, but they do not have to be notarized.
-Parental permission required for the administration of CPR and First Aid.

Immunization Policy for Children
-Children are required to be immunized; according to the public health schedule, provider is responsible for obtaining up to date information.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-MA Department of Education Bureau of Nutrition is state sponsor for USDA CACFP.
-Children shall be offered one snack or meal, if in care for less than 4 hours and shall be offered regularly scheduled meals and snacks, if in care 4 hours or longer. Infants and toddlers shall be fed according to their individual feeding schedule or needs. The provider shall not force children to eat.

Smoking Policy
-No smoking in child care space when a child care child is present.

Before and After School Programs
-No special regulations, expect for school age children above the age of 7 who are cared for in a FCCH are exempted from licensure when no child under age 7 is in care.
-No policy regarding overlap time for school age children integrated with other children in FCCH; child/staff ratio must be maintained.

Infant Care Programs

-When caring for very young children, the provider shall ensure that:
  -At no time a child is left unattended in an infant seat on a table, or on a changing table;
  -At no time a child is left awake and unattended in a crib, infant seat on the floor, or playpen for a period of time exceeding 15 minutes;
  -A supply of clean, dry diapers adequate to meet the needs of the children in care is maintained and that each child's diaper is promptly changed whenever wet or soiled;
  -Proper diapering procedure are followed, which prevent the spread of diseases in FCCH and which follow good hygiene practices including sanitizing, handwashing, use of individual diapering topical ointments, and the use of individual or disposable changing materials;
  -A change of clothing is provided for each child;
  -Personal items such as bottles, baby food, pacifiers, formula, etc., must be either labeled with the child's name or be distinctly different in appearance (i.e. size, shape, color, etc.) At no time may one child's personal items be used by another child; and,
  -Young children must have a balance of activities, including the ability to freely explore the FCCH at least part of each day.

Programs for Children with Disabilities

-The provider shall make reasonable accommodations to serve a child with a disability, unless the accommodations would impose an undue hardship on the FCCH.

Sick Child Care Programs

-Care of mildly ill children:
  -The provider may care for children who are mildly ill. If a child becomes ill during the day, the provider must notify the parents.
  -When caring for a mildly ill child, the provider must meet his or her individual needs for food, drink, rest, play materials, comfort and appropriate activities as indicated by the health condition of the child.

Zoning Regulations

-Zoning Act: Use of residence as a licensed FCCH is permitted under local zoning laws except where the city or town expressly acts to regulate or prohibit FCCH. Since most local zoning laws don't address FCCH, amendment changes presumption to prove that FCCH is a legal use. Boston passed a zoning amendment which allows FCCH to be an accessory use in a private residence.

Available Resources

-Child care resource agencies statewide.

Local Contact

-Local Office for Children.

Pending/New Legislation

-To raise number of children allowed in a FCCH beyond the current number of 6.
-Would require liability insurance for family child care providers.

** Information not reverified

MARYLAND (MD)

Information
Supplied By: Patricia A. Jennings
Acting Executive Director
Child Care Administration
311 W. Saratoga Street, 1st Floor
Baltimore, MD 21201-3521
PHONE: (410) 767-7798
FAX: (410) 333-8699

Number of Homes
-12,218 family child care homes.
-Licensor-provider ratio: 1:141; goal is to achieve a ratio of 1:100.

Provider Regulations
-Registration required; no fee; renewed every 2 years.
-Social security number of provider, adult residents of the household, and children is required.
-Provisional registrations may be issued after determining that the health and safety of children would not be endangered. Typically, provisional registrations are issued while minor renovations are made to the home to bring it into full compliance with the Life Safety Code or while awaiting the results of a criminal record check at either the state or federal level. The results of the record check at one level must be received in order to issue a provisional registration.
-Provisionals are issued for up to 120 days and may be extended, if necessary.
-Providers may have maximum of 8 children with no more than 2 children under age 2. If a second adult is present to assist in caring for children, 4 children under age 2 may be enrolled.
-The Child Care Administration may limit the number of children cared for based on several factors: the number and ages of the provider's own children.
-Provider does not have to live in the house in which care will be given. The house must meet COMAR 07.04.01 and be a residence to someone. The persons residing in this house must meet the requirements of a child care home resident.
-Liability insurance is required if the provider's home is located in an area covered by a Homeowner's or Condominium Association.
-Providers are required to give parents of children enrolled in their homes copies of a consumer education pamphlet on regulated child care called Making the Difference for Your Child.
-No provision for Group Child Care Homes.

Unannounced Inspection Procedure
-Inspection visits are required prior to registration, and at the time of renewal (every 2 years). Visits are also made in response to complaints. Visits may be unannounced.

Tracking of Registration Denials or Revocations
-Both have been tracked since 1988.

Complaint Procedure

-Complaints may be made verbally by telephone, anonymously, in person, or in writing, to the Child Care Administration.
-A complaint is a verbal or written statement of non-compliance with the regulations.
-Complaints are followed by unannounced on-site inspections (except in some cases of simple unregistered care, where a cease and desist letter is sent). A report of findings is submitted and a conference with supervisory staff is held to conclude the investigation and determine the further course of action, if needed. Complaints involving child abuse or neglect are immediately referred to Protective Services and police, to ensure their participation in the investigation.
-Consequences may involve restriction, remedial instruction, additional monitoring, or reduction of capacity, suspension of registration, or denial of registration renewal.
-The court may impose a fine of up to $1000 on any person found to be operating in violation of the regulations.

Provider Qualifications

-Provider must be 18 years of age or older.
-The Medical report forms for providers and adult residents of households call for a TB test if needed, as determined by the physician, or if required by the local Health Officer.
-No other adult immunizations are required.
-Three written references required (not relatives).
-Criminal record check and Child Abuse Registry check required of provider and family members over age 18.

Provider Training and Orientation

-Attendance at an orientation session is required to learn about regulations and to receive an application.
-Training is required; continued training must satisfy the number of hours required by regulation; Providers registered prior to January 1, 1993, must have 6 clock hours of continued training in addition to 6 clock hours of health related training (12 clock hours total) every two years. Providers registered after January 1, 1993, shall have completed 3 clock hours of continued training and 6 clock hours of health related training every 2 years.

Discipline Policy

-The provider or substitute shall use procedures for disciplining a child that are appropriate to the age and maturity of the child and that do not include the deliberate infliction in any manner of any type of physical pain or emotional harm, including physical disciplines, such as: spanking, hitting, shaking, or emotional disciplines, such as: shaming or ridiculing.

Emergency Medical Consent Policy

-Form is required, but it does not have to be notarized.

Immunization Policy for Children

-Children are required to be immunized.
-Provider is responsible to see that immunizations are current.

National Life Safety Fire Code Policy
-The State Fire Marshal and the local fire departments have adopted the National Life Safety Fire Code for FCCH inspections.
-The Child Care Administration's regulations governing FCCH require that applicants must pass the fire department inspection prior to registration.

Nutrition Policy
-Nutritious meals and snacks shall be provided in the home by either child care provider or parent.
-CACFP has various sponsors in Maryland: including the Planning Council (Norfolk, VA - 17 programs); local Social Service Departments (4 programs); local public schools (2 programs); and the local Health Department (1 program).

Smoking Policy
-Smoking is allowed in FCCH; however, caregiver may not smoke while engaged in caregiving activities requiring direct physical contact with children, including: feeding, diapering, dressing and rocking.
-Parents must be informed, in advance of placement, if anyone in the household smokes.

Before and After School Programs
-No provision for overlap time for integration of school age children; child/staff ratios must be maintained at all times.

Infant Care Programs
-Regulations are contained within the chapter (Annotated Code of Maryland, Chapter 01, Family Day Care Registration).

Programs for Children with Disabilities
-Regulations are contained within the chapter (see above).
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No separate special regulations; children who are acutely ill may not be admitted.

Zoning Regulations
-Child care homes must comply with local ordinances. Recent legislation prohibits family child care homes from being construed as small businesses.

Available Resources
-CACFP, local Associations, Resource and Referral Network, Maryland Committee for Children, State Purchase of Care Program, CDA credentialing scholarships, and a grant program which assists providers in meeting the costs of becoming registered.

Local Contact
-Regional offices of Child Care Administration.

Pending/New Legislation
-None.

MAINE (ME)

Information
Supplied By: Paul Bright, Supervisor
Child Care Licensing Unit
Bureau of Child and Family Services
State House Station 11
Augusta, ME 04333
PHONE: (207) 289-5060
FAX: (207) 626-5555

Number of Homes

-1,066 registered family child care homes.
-1,379 licensed family child care homes.
-Licensor-provider ratio: 1:215; optimum ratio would depend on physical inspection requirements.

Provider Regulations

-Providers caring for 3-12 unrelated children has the choice to be licensed or registered; providers caring for only 1-2 children are legally exempt from regulation.
-Licenses renewed annually; $10 fee, offsets fire inspection costs.
-Registered providers pay $20 fee every 2 years.
-Social security number of provider is required.
-The 1st license granted to new applicants is provisional for one year.
-Licensed single provider, including their own child(ren), may care for:
  a) 4 children under 2, or
  b) 8 children over 2, plus 2 school age children, or
  c) 12 all school age children, or
  d) Mixed ages--no more than 3 under age 2 with maximum of 6 plus 2 school age.
-Licensed providers with one additional staff, including children of provider and staff, may care for:
  a) 8 children under 2, or
  b) 12 children over 2, or
  c) 12 all school age children, or
  d) Mixed ages - no more than 3 under age 2 per staff with a maximum of 12.
-Licensed providers with two additional staff, including children of provider and staff, may care for 12 children, no matter the ages.
-Space requirements: 35 sq. ft. per child inside the facility, excluding kitchens, hallways, bathrooms; outside requirement - adequate for safe play.
-Providers are required to reside in the home used to provide care.
-No Group Child Care Home Category

Unannounced Inspection Procedure

-Homes inspected before licensing; annual unannounced inspections follow initial inspection; also inspected by the Fire Marshal to verify compliance to rules.
-All complaints are screened by an Investigations Unit; unannounced visits are required.

Tracking of License/Registration Denials or Revocations
-No tracking is done.

Complaint Procedure
-To file a complaint, write or call Licensing Unit or Child Protective Services.
-Consequences depend on the violation; can revoke license as ultimate sanction.

Provider Qualifications
-Provider must be at least 18 years old.
-Providers in licensed homes, born after 1956, must have MMR, HIB, immunization and TB screenings; other household members are not included in this policy.
-Licensed providers required to have 3 written references.
-Criminal record check done.
-Aides and assistants also must be 18 years of age; aides or assistants ages 16-18 not counted as staff; must be under direct supervision of the provider.
-Helpers must be over age 14 in registered homes.

Provider Training and Orientation
-Orientation required for licensed providers.
-6 hours of training in child care, early childhood education, business of family child care, or child development within the first license year and every year thereafter.
-Provider must supply orientation for aides and assistants.
-Certification in first aid and CPR every 3 years also.

Discipline Policy
-Corporal punishment prohibited.
-Practices detrimental to children are prohibited.

Emergency Medical Consent Policy
-Form required for licensed providers, but does not have to be notarized.

Immunization Policy for Children
-Children must be immunized in licensed homes; but not in registered homes.
-Providers are responsible for maintaining current records.

National Life Safety Fire Code Policy
-The State Fire Marshals who do the inspections use the Code.

Nutrition Policy
-Is state sponsor for USDA CACFP.
-Requirements must comply with CACFP.

Smoking Policy
-Smoking is against state law in any child care facility while children are under care.

Before and After School Programs
-Special regulations only if FCCH services only school age children.
-No policy regarding overlap time; providers must be in compliance with the child/staff ratios.

Infant Care Programs
-Special additional rules for licensed providers caring for children 6 weeks to 36 months of age.
-No child under 6 weeks of age as verified by birth certificate may be cared for in a licensed facility.
-Extensive requirements relative to feeding, diapering, napping, bedding, developmentally appropriate activities and immunizations.

Programs for Children with Disabilities
-Providers must have experience and training documented to meet the special needs of the children.
-Parents must supply adequate information about the child's special needs.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No special regulations; guidelines exist for when sick children can return to child care; parents must remove obviously ill children from child care.

Zoning Regulations
-Licensed providers, not registered, must comply with local ordinances.

Available Resources
-Many included in provider packet.

Local Contact
-Department of Human Services at the state level.

Pending/New Legislation
-Bill to work toward the establishment of a single regulatory system for FCCH; legislation to propose this is expected in 1996.
-Immunization requirements for dogs and cats in child care facilities.

MICHIGAN (MI)

Information
Supplied By: Ted de Wolf, Director
Dept. of Social Services
Division of Child Day Care Licensing
235 South Grand Avenue, Suite 1212
Lansing, MI 48909
PHONE: (517) 373-8300
FAX: (517) 335-6121

Number of Homes
-12,731 family child care homes.
-2,980 group child care homes.
-Licensor-provider ratio: 1:213 (includes center based care).

Provider Regulations
-Registration required; FCCH may have 1-6 children; a fee is required.
-Social security number of provider is required on the supplemental application.
-Provisional licenses are given for 6 months for either a temporary license (original issuance) or for not being in compliance (Adverse Action). Certificates are given to providers at original issuance and renewal.
-Staff ratio is 1:6, including family members under 7 years old; no more than 4 children under 30 months and no more than 2 of those children can be under 18 months.
-Certificates of registration renewed every three years via the mail.
-Providers are required to reside in the home used to provide care.
-Liability insurance not required.
-Substitute caregiver required for emergencies.
-Space requirements: 35 sq. ft. indoors; 400 sq. ft. for FCCH and GCCH outdoors.
-**Group Child Care Homes:**
-May serve 7-12 children.
-Provider/child ratio - 1:6.
-Licensed required, with renewal every 2 years following on-site visit.
-Special requirements include fire safety provisions for child occupancy above 2nd floor; emergency alarm and procedures; nighttime care, and fire extinguishers.

Unannounced Inspection Procedure
-FCCH inspected within 90 days of receiving certification; 10% random sampling of homes annually; visits usually scheduled. Division may not return unless complaint warrants unannounced visit; renewed every 3 years based on self-certification.
-Once a complaint has been made, depending on the seriousness of the violations, investigation is to begin within 1 - 5 working days; this can include an unannounced visit if the violations warrant it; low risk complaints can be handled at the next licensing visit.
-GCCH: Licensing consultants make unscheduled visits to group homes annually to confirm ongoing compliance with rules and offer consultation and assistance.

Tracking of Registration/License Denials or Revocations
-Both denials and revocations are tracked forever.

Complaint Procedure
-To file a complaint, contact Division of Child Day Care Licensing, either at the local or central office level; verbal or written complaint can be filed.
-Consequences are a correction of the violations; can also include a warning letter; change to a provisional license; refusal to renew, or a revocation of the license/registration.

Provider Qualifications
-Provider must be at least 18 years old.
-All adult members of the home (14 yrs. of age and older) are required to have TB tests every 3 years.
-No other adult immunizations required.
-Three written references required.
-Criminal record check required (no fingerprinting) for provider and family members over 18.

Provider Training and Orientation
-Orientation required for all providers.
-FCCH providers must complete within 3 years of registration first aid training and both adult and child CPR.
-GCCH must complete within 2 years of being licensed 20 clock hours of training related to care of children, including first aid, CPR, and 8 hours of child development; Child Abuse Central Registry also reviewed.

Discipline Policy
-Corporal punishment including spanking prohibited.

Emergency Medical Consent Policy
-Form is required.
-Notarization is encouraged because hospitals are more likely to trust it if it has been notarized.

Immunization Policy for Children
-Children are not required to be immunized, although the provider is required to obtain a health record on each child which includes any immunizations.
-Provider is responsible to maintain current and accurate health record.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-MI Department of Education is state sponsor for USDA CACFP.
-Nutritional guidelines comply with USDA CACFP.

Smoking Policy
-No smoking allowed on the premises during hours of operation for FCCH and GCCH.

Before and After School Programs
-No separate special regulations.
-Overlap time for the integration of school age children into a FCCH/GCCH caring for younger children is not allowed; child/staff ratio must be maintained at all times.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No complete prohibition against sick children; isolate the child, if necessary; report to parent immediately re: sickness.
-Written permission from parent required for administering medication.

Zoning Regulations
-Providers are expected to comply with local ordinances. However, a license or certificate of registration will be issued as licensing law does not require such compliance.

Available Resources
-Community Coordinated Child Care (4 C's).

Local Contact
-The Dept. of Social Services office in the county in which one lives.

Pending/New Legislation
-None.

MINNESOTA (MN)

Information
Supplied By: Donna Johnson
Division of Licensing
Department of Human Services
444 Lafayette Road
St. Paul, MN 55155-3842
PHONE: (612) 296-3971
FAX: (612) 296-3299

Number of Homes

-15,389 family and group child care homes [MN does not break it down].
-Licensor-provider ratio: 1:50-200+, depending on the county.

Provider Regulations

-Licensed required; no fee; renewed up to every 2 years through reapplication procedure.
-Social security number of provider is not required.
-Provisional licenses are not issued under any circumstances.
-Staff/child ratio: FCCH - 1:10, with 3 infants and toddlers and no more than a maximum of 6 preschool age children and 4 school age children
-Infants defined by MN as 12 months and under, toddlers as 12-30 months; ratios include provider's own children 11 years of age and under.
-MN Statute 245A allows for persons to be licensed in homes other than where they reside as long as they are the primary caregiver and the facility meets the definition of a residence or dwelling.
-Liability insurance strongly encouraged; if provider has insurance less than $100,000/person and $250,000/occurrence, or no insurance, written notice of level of coverage must be given to and signed by parents of each child in home.
-Substitute caregivers restricted to 30 days per 12 month period.
-Space requirements: Inside - 35 sq. ft. per child; outside - 50 sq. ft. per child.
-**Group Child Care Homes:**
  -May care for 10, 12, or 14 children.
  -Must adhere to following staff ratios:
    a) 10 children: maximum of 3 infants and toddlers--only 2 may be infants; 2 must be school age; one provider.
    b) 12 children: maximum of 2 infants and toddlers--only 1 may be an infant; 2 must be school age; one provider.
    c) 14 children: maximum of 4 infants and toddlers--only 3 may be infants; 2 must be school age; two providers.

Unannounced Inspection Procedure

-Homes inspected prior to licensing; subsequent visits at relicensing-advance notice may be given; however, many county agencies make unannounced visits.
-When a complaint is filed, the county may or may not make an unannounced visit; however, many county agencies make unannounced visits.

Tracking of License Denials or Revocations
-Both denials and revocations are tracked continuously since 1987.

Complaint Procedure
-Complaints are handled by the county social service agencies who are responsible for initial licensing, relicensing and investigation of complaints.
-Depending on the nature and severity of the violation, the sanctions may include one of the following: a correction order, probation, suspension, suspension followed by probation, revocation, or immediate suspension.

Provider Qualifications
-Provider must be at least 18 years old.
-Provider and all adult caregivers assisting with care must have physical exam within 12 months of licensing.
-No adult immunizations required.
-Three references required.
-Criminal record checks required; statute currently does not allow expenses for criminal records' checks to be passed on to the provider.

Provider Training and Orientation
-No training required before license granted; provider must have 9 hours of CPR within 1 year of or 1 year prior to licensing, in addition to 6 hours of child development.
-GCCH must meet one of three separate qualification requirements to begin GCCH care; the first option is a minimum of 1 year's experience as a licensed FCCH and the other two options are combinations of experience as a provider, teaching assistant, nurse, etc. coupled with specified hours of training or child development education.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Medical consent form required; but it does not have to be notarized.

Immunization Policy for Children
-Children must be immunized.
-Provider is responsible for having current immunizations records which are checked at relicensing by social or relicensing worker.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-MN Department of Education is state sponsor for USDA CACFP.
-Most providers participate in CACFP; if they don't, sample menus are provided.

Smoking Policy
-Smoking is not allowed in licensed day care home during child care hours.

Before and After School Programs
-Homes that care for more than 10 school age children are required to be licensed by 1995 statute.
-No policy regarding overlap time for integration of school age children into the home; child/staff ratios must be maintained at all times.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No special regulations; a provider can decide for herself if she will accept a sick child into her home.

Zoning Regulations
-1990 Legislature made family child care for 14 or less children a permitted single-family residential use.

Available Resources
-A list is available of county associations and state association, and food programs within the county.

Local Contact
-County Department of Social Services for family child care homes.

Pending/New Legislation
-None.

MISSOURI (MO) **

Information
Supplied By: Cynthia Buser, Chief
Bureau of Child Care, Safety & Licensing
Department of Health
P.O. Box 570
Jefferson City, MO 65103
PHONE: (314) 751-6208
FAX: (314) 751-6010

Number of Homes
-2,612 family child care homes.
-199 group child care homes.
-Licensor-provider ratio: 1:70-90 (ratio includes both homes and centers)

Provider Regulations
-Licensing required; renewed every two years.
-Social security number of provider is required.
-Provisional licenses are not issued under any circumstances.
-Provider may care for maximum of 10 children; providers may obtain a flexible license; ages of children determine necessity of assistant.
-Staff/infant ratio is 1:4.
-Liability insurance is not required.
-Parents required to sign statement indicating that they have seen a copy of the licensing rules.
-Provider not required to reside in the home in which care is provided.
-Substitute caregiver required before license is given.
-Space requirements: 35 sq. ft. indoors; 75 sq. ft. outdoors.
-**Group Family Child Care Homes:**
 -Licensing required.
 -Can care for 11-20 children with 2 adult caregivers.
 -Follow day care center regulations.

Unannounced Inspection Procedure
-Inspections occur before license is granted; 3 supervisory visits and a renewal inspection required during licensure period.
-Homes inspected semi-annually.

Tracking of License Denials or Revocations
-No information available.

Complaint Procedure
-To file a complaint, telephone or write to the day care licensing representative.
-When a complaint filed, unannounced visit is made to the home.
-Consequences depend on the severity; we could have a facility review conference or revocation; no authority for fines.

Provider Qualifications
-Provider must be at least 18 years old.
-Physical exams and TB screening necessary for provider and any family member that resides in the home during child care hours.
-No other adult immunizations required.
-Three written references required.
-No criminal record checks required.

Provider Training and Orientation
-12 clock hours per year required.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form is required, but it does not need to be notarized.

Immunization Policy for Children
-State law requires immunizations for children prior to enrollment in child care facilities caring for more than 9 children; monitoring is done by the Department of Health.

National Life Safety Fire Code
-Not adopted.

Nutrition Policy
-MO Department of Health is state sponsoring agency for USDA CACFP.
-Must comply with USDA guidelines.

Smoking Policy
-State law prohibits smoking in all child care facilities.

Before and After School Programs
-On a full vacation day the child may bring a sack lunch only if in a program for school age only.
-Overlap of 1/3 of children may be approved when integrating school age into family child care where younger age children are in care.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-Individual health care plan on file.

Sick Child Care Programs
-Comprehensive proposed rules and regulations for facilities providing care specifically for ill children.

Zoning Regulations
-Providers are responsible to comply with local ordinances.

Available Resources
-Family child care associations and resource and referral agencies.

Local Contact
-Local Department of Health Office.

Pending/New Legislation
-None.

** Information not reverified

MISSISSIPPI (MS) **

Information
Supplied By: Diane Herring, Director
Department of Health
Division of Child Care
P.O. Box 1700
Jackson, MS 39215-1700
PHONE: (601) 960-7613
FAX: (601) 960-7948

Number of Homes
-No voluntarily registered family child care homes, (legislation passed in 1990 authorizing the process).
-65 group child care homes
-1,700 family child care homes approved via "alternate approval" process of CACFP Sponsors
-Licensor-Provider ratio: 1:75 (for licensed facilities)

Provider Regulations
-Voluntary registration for homes caring for 1-5 children; even though voluntary registration exists, providers have no incentive to become voluntarily registered because they receive the same benefits under the alternate approval process of CACFP.
-Registration fee is $5
-Social security number of provider is required for records checks, which is mandatory for license application; forms should be revised to include social security number.
-Provisional licenses are issued only with initial application; not to exceed 6 months.
-Liability insurance not required.
-Annual license renewal upon completion of inspections & submission of fee.
-Someone must reside in the home in which care is provided, but it does not have to be the provider.
-Space requirements: 35 sq. ft. of usable space per child inside; 70 sq. ft. of fenced area per child outside.
-**Group Child Care Homes:**
 -Licensing required
 -Annual licensure fee of $30, up to $200 depending on the number of children licensed for.
 -Allows up to 6 -15 children.
 -No specific regulations.
 -Infant ratio 1:5.

Unannounced Inspection Procedure
-Inspections occur before license is issued; thereafter at least twice a year.
-No staff nor funding to increase current inspections - random unannounced site visits only deterrent to non-compliance.

Tracking of Registration Denials or Revocations
-Information not tracked.

Complaint Procedures
-No information available.

Provider Qualifications
-Provider must be at least 21 years old.
-No physical exam or TB test required; health statement required before licensing.
-MMR is only other adult immunization test required.
-Provider or anyone else in the FDCH who lives there or spends a significant amount of time at the day care home when the children are there cannot be carrying an infectious disease.
-Provider cannot be a disabled person who needs a guardian and/or conservator.
-No information about number of references required.
-Sex offense and child abuse registry checks required.
-Criminal record checked for crime against persons, drugs, child abuse, sex offense, or any other offense related to the job of child care provider.

Provider Training and Orientation
-6 hours per year.

Discipline Policy
-Corporal punishment, including spanking is prohibited.

Emergency Medical Consent Policy
-Form required in licensed homes, but does not have to be notarized.

Immunization Policy for Children
-Children must be immunized in licensed homes.

National Life Safety Code Policy
-Self-evaluation by operator incorporates Life Safety Code requirements.

Nutrition Policy
-No information available.

Smoking Policy
-Smoking not allowed on site when children are present.

Before and After School Programs
-No special regulations.
-No policy regarding overlap time.

Infant Care Programs
-Special regulations about space requirements, diapering and toileting, sleeping, feeding, safety and sanitary procedures, toys and equipment, program activities, and transportation.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Any child with a serious contagious disease must be reported immediately to the local health department officer.

-Provider may exclude, isolate, or group together sick child(ren) based on level of sickness and contagiousness, must call parent and request them to pick up their sick child(ren).

Zoning Regulations
-Must comply with local zoning ordinances.

Available Resources
-No information available.

Local Contact
-Health Dept. for Licensure, Welfare for Slot Purchase Funding, Education (State Office) for USDA Assistance.

Pending/New Legislation
-None.

** Information not reverified

MONTANA (MT)

Information
Supplied By: Becky Fleming-Siebenaler
Day Care Program Officer
Department of Public Health and
Human Services
P.O. Box 8005
Helena, Montana 59604
PHONE: (406) 444-5900
FAX: (406) 444-5956

Number of Homes
-1,193 family child care homes.
-533 group child care homes.
-Licensor-provider ratio: 11.7:2000+ care facilities; optimum level: 1:20-50.

Provider Regulations
-Registered for 1-6 children including family's children who are under 6 years of age; no registration fee.
-Registrations renewed annually through reapplication.
-Providers are not required to reside in the home used to provide care.
-Liability insurance required by law.
-Social security number of provider is required.
-Provisional licenses are issued, but cannot extend 6 months in total; only given when provider is attempting to comply with other requirements.
-Space requirements: 35 sq. ft. inside; 75 sq. ft. outside.
-**Group Child Care Homes:**
-Registration required.
-Maximum of 12 children with 2 providers.
-Provider/child ratio - 1:6 for children over age 2.

Unannounced Inspection Procedure
-No inspection required before registration; 20% of homes inspected annually.
-When a complaint is filed, Licensing Rep determines substantiation and takes necessary action which can include an unannounced visit.

Tracking of Registration Denials or Revocations
-Tracking of both denials and revocations by individual offices for 3 years.

Complaint Procedure
-Complaints can be received by either DFS or R&R agencies; if taken by R&R, they are then forwarded to DFS Child Protection Unit or Licensing Rep. If complaint is directed to Licensing Rep., investigation takes place.
-Consequences for operating illegally: $500 fine for regulation violations; suspension or revocation depends upon situation and degree of intent.

Provider Qualifications
-Provider must be at least 18 years old.
-All caregivers and members of household must have current immunizations, TB, MMR, & TD.
-Three written or oral references required.
-No criminal record checks or fingerprinting required; but can be done depending upon local office discretion.
-A Child Protective Services Check is conducted.

Provider Training and Orientation
-Providers must attend a basic day care orientation within the first 60 days of registration.
-CPR and first aid training is currently strongly recommended, and pending to be a requirement for all providers, regardless of environment.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Forms are required, but they do not have to be notarized.

Immunization Policy for Children
-Children are required to be immunized; provider must keep updated records of the immunizations. HIB only for children under 5 years.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-MT Department of Health is state sponsor for USDA CACFP.
-Nutritious meals must be served; most providers participate in CACFP.

Smoking Policy
-Smoking is not allowed.

Before and After School Programs
-No separate special regulations.
-Overlap hours cannot exceed 3 hours per day; GCCH - if registered for 9 or fewer children, only 3 additional children can be served in overlap; registered for 10 or fewer only 4 additional children; FCCH - no more than 2 children additional children can be served.

Infant Care Programs
-Supplemental regulations for infant care were recently revised.
-Each infant needs a written statement by a physician or county health nurse concerning any special needs and documents child's presence in child care poses no health risk to other children.
-Special regulations regarding diapering, wet or soiled clothing, feeding, bathing, sleeping, transportation, activities, building, space, and equipment.
-In FCCH, if only infants are cared for, there may be up to 4 babies with no other children in attendance. Staff/child ratio: 1:4; each child is assigned

a primary caregiver; staff must be sufficient so that there is always one adult present and supervising. In GCCH, if only infants are cared for, there may be up to 8 babies with 2 caregivers and no other children in attendance.

Programs for Children with Disabilities
-Day care for children with disabilities is at the paid rate of $12.00/day in FCCH and GCCH.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No separate special regulations; currently working on proposed regulations.

Zoning Regulations
-FCCH and GCCH exempt from conditional use permit requirements; both are legitimate uses of residential property; zoning depends upon the community. Some zoning laws differ community to community.

Available Resources
-CACFP, Montana Child Care Associations, services through R&R's; upon registration are eligible for CCDBG funding.

Local Contact
-Department of PHHS Regional Office.

Pending/New Legislation
-None.

NORTH CAROLINA (NC) **

Information
Supplied By: Talitha Wright
Division of Child Development
P.O. Box 29553
Raleigh, NC 27626-0553
PHONE: (919) 662-4499
FAX: (919) 662-4569

Number of Homes
-3,911 family child care homes.
-229 large family child care homes.
-Licensor-Provider ratio: 1:145-165.

Provider Regulations
-Registration required for any person providing care for 3-5 preschool children; registered home may also care for 3 additional school aged children (maximum of 8 children at any one time including provider's own preschool children; no fees except for $4 initial charge to all new applicants requesting a registration packet.
-Registration is renewed every 2 years through reapplication and announced home visits by the child care consultant.
-FCCH are required to meet minimum health, safety, and sanitation regulations.
-Providers must reside in the home in which are is provided; required by building codes.
-Liability insurance not required.
-Social security number of provider is requested on the application for registration.
-Provisional licenses may be issued for no longer than 12 consecutive months. Operation must be making a reasonable effort to comply. Provisional could be issued for taking action to correct any violation.
-Special provisional licenses are issued in situations involving substantiated child abuse or child neglect.
-Space requirements: None for small family day care homes.
-**Large Family Day Care Homes:**
 -Any provider caring for 6 or more preschoolers must be licensed to operate a large day care home; no fee.
 -Provider/child ratios in LCCH:

All infants	1:5	2-12 years	1:10
0-4 years	1:5	3-12 years	1:12
0-12 years	1:5	School age	1:15
2-12 years	1:10		

 -Some extra children allowed in the two weeks before and after school begins and ends.
 -Space requirement: 25 sq. ft. per child inside, 75 sq. ft. per child outside.

Unannounced Inspection Procedure
-FCCH and LCCH inspected before initial registration or licensure, during announced renewal visits, some random drop-in visits and whenever a complaint is received.

Tracking of Registration/License Denials or Revocations
-Both have been tracked for 1993, 1994 and 1995.

Complaint Procedure
-The Child Care Consultant responsible for that area/home visits to investigate reports of illegal operation and general noncompliance. The investigation of abuse/neglect allegations is done by the Abuse/Neglect Unit.
-NC law requires operators to be given an opportunity to comply. If the situation is extremely hazardous, however, permit can be suspended or an injunction sought. Other penalties include: written warnings, written reprimands, probational status, civil penalties, revocation, denial.

Provider Qualifications
-FCCH provider must be 18 years old and literate.
-Providers must have biennial TB tests and health statements.
-No adult immunizations required.
-Providers can have no criminal records of child abuse nor any behaviors or habits that may be harmful to children (e.g., drug or alcohol abuse).
-LCCH providers must be 21 years old and literate.
-LCCH providers must have annual TB tests and health statements.

Provider Training and Orientation
-First Aid and Child CPR required.
-FCCH: Complete CPR training, but no certificate required.
-LCCH: One year of experience as a caregiver in a child care home or center is required.
-LCCH: All staff members must participate annually in up to 20 hours of training related to the care of children. The actual number of hours depends on the total number of previous approved training hours accumulated and educational experience.
-LCCH: CPR Certification required.

Discipline Policy
-Corporal punishment, and other negative forms of discipline which are threatening, frightening, or otherwise unduly harsh are prohibited.

Emergency Medical Consent Policy
-Form is required; they must be notarized for FCCH, but not for LCCH.

Immunization Policy for Children
-Children are required to be immunized by public health laws; providers are responsible for ensuring that children are fully immunized prior to enrollment and are kept current.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-NC Department of Public Instruction is state sponsor for USDA CACFP.
-State regulations require nutritious meals and snacks (not just a policy).

Smoking Policy
-Smoking is allowed in FCCH without restriction; however, it is not allowed in LCCH at all.

Before and After School Programs
-A provider who cares for only school age children may care for 8 children.
-A provider may care for 2 school age children before and after school not to exceed an overlap period of two hours. However, these children can be cared for all day on school holidays and during the summer; generally overlap is not encouraged.
-State law exempts day care arrangements that operate less than 4 hours per day. If before and after school hours total less than 4, no regulation is required.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-LCCH must comply with provisions of rules related to serving children with infections or contagious diseases, if they opt to care for those mildly ill children.
-Other requirements for serving sick children are part of getting a waiver from the prohibition against sick children in day care.

Zoning Regulations
-Must comply with local ordinances.

Available Resources
-Information about CACFP and local associations, if they exist, are shared.

Local Contact
-Division of Facility Services, Child Day Care Section (919) 733-4801.

Pending/New Legislation
-A bill to require criminal history checks.

** Information not reverified

NORTH DAKOTA (ND)

Information
Supplied By: Corinne Bennett
Office of Human Services
State Capital Building
Bismarck, ND 58505-0250
PHONE: (701) 328-4809
FAX:: (701) 328-2359

Number of Homes
-993 licensed family child care homes.
-1,715 voluntary self-certified/standard compliance certification family child care homes.
-839 group family child care homes.
-Licensor-provider ratio: varies.

Provider Regulations
-License required for 6 or more children, or for 4 children under 24 months of age.
-No more than 7 children allowed in a FCCH plus 2 additional school age children before and after school.
-Voluntary self-certification process for 1-5 children; providers agree to maintain basic heath and safety standards.
-Social security number of provider is not required.
-Provisional licenses are not available for FCCH.
-License fee is $25 for two years; money is used to offset expense of child care licensing worker.
-Parents must make pre-enrollment visit and have free access to home.
-Providers are not required to reside in the home used for care.
-Substitute caregivers required; child abuse and neglect investigation is conducted.
-Space requirements: 35 sq. ft. inside; 75 sq. ft. outside.
-**Group Family Child Care Homes:**
-Licensed required with annual renewal; fee is $25.
-Providers may care for 8 - 18 children.
-Staff-child ratios: 1:4--under 2 1:10-4 years
1:5--2 years 1:12-5 years
1:7--3 years 1:18-6 years and up

Unannounced Inspection Procedure
-County social services office does inspections.
-Homes inspected before licensing.

Tracking of License Denials or Revocations
-Both denials and revocations are tracked.

Complaint Procedure
-To file a complaint, call the county agency.

-When a complaint has been filed, there are several procedures depending on the nature of the complaint; correction order, revocation or injunction, fiscal sanctions.
-Immediate consequence and long term penalty for violations is revocation.

Provider Qualifications
-Self-certified provider must be at least 18 years old; assistant caregivers must be 14 years of age.
-Providers required to have current immunization.
-Mentally, physically, and emotionally capable of providing care for children.
-No criminal records check but a Child Abuse and Neglect check required.

Provider Training and Orientation
-Education requirements vary for different levels of care.
-GCCH: Supervisor-CPR certification and 6 hours training/year and caregiver-up to 4 hours of training depending on percentage of their full-time job.
-CPR required for providers.

Discipline Policy
-Corporal punishment prohibited.
-Time out, diversion, separation from problem, talking with child about problem, praise for appropriate behavior, and gentle physical restraint are encouraged.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Children must be immunized; provider is responsible to maintain records current.

National Life Safety Fire Code Policy
-Local agencies adopt their own codes; NLSFC enforced in most of the state.

Nutrition Policy
-ND Department of Public Instruction is state sponsor for USDA CACFP.
-All children present at mealtime shall be served a nutritious meal, including food from each of the four basic food groups; adequate amounts of food shall be provided.

Smoking Policy
-Smoking is not permitted in an early childhood facility at any time during which a child who receives early childhood services from that facility is present and receiving services.

Before and After School Programs
-In the process of developing separate regulations.
-The overlap policy is that 2 extra school age children are allowed before and after school over license capacity.

Infant Care Programs
-No separate special regulations.
-Minimum requirements in GCCH.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Regulated by Health Department. No state regulations. The only sick child care is provided in local hospitals as part of their service to the community.

Zoning Regulations
-FCCH and GCCH must comply with local ordinances.

Available Resources
-CACFP, information about local associations, Early Childhood Training Center, and CCR&R.

Local Contact
-County Social Services.

Pending/New Legislation
-New regulations being written for voluntary self-certified providers and may be in place by June 1995.
-New requirement that Child Abuse and Neglect check will be for household members over age 12 years, not just provider.

NEBRASKA (NE)

Information
Supplied By: Pat Urzedowski
Assistant Division Administrator
Child Care and Development Division
Department of Social Services
P.O. Box 95026
Lincoln, NE 68509
PHONE: (402) 471-9431
FAX: (402) 471-9455

Number of Homes

-4,037 family child care homes.
-276 group child care homes.
-Ratio of licensing specialists to homes is approximately 1:150, in addition to other types of programs. These additional programs add approximately 48 licensed child care programs to the caseload.

Provider Regulations

-Self-certification required for Family Child Care Home I; fee is $25 and must be renewed every 2 years; money goes to general fund for DSS.
-Social security number of provider is required.
-Provisional licenses: all newly licensed child care providers will be issued a provisional license for a period of one year, to be extended for no more than 6 months under specific circumstances.
-FCCH I may care for up to 8 children including their own children under 8 years old; no more than 2 children may be under 18 months old; additionally there may be 2 school age children during non-school hours.
-Provider/child ratio: infants only - maximum of 4; mixed ages - maximum of 8, no more than 2 infants at one time; school age only maximum of 10.
-Providers in FCCH I must reside in the home used for care.
-Liability insurance is not required.
-Space requirements: 35 sq. ft. indoors per child; 50 sq. ft. outdoors per child.
-**Group Child Care Homes (Family Child Care Home II):**
-Provider/child ratio: 9-12 children with 2 providers.
-If infants only - 3 caregivers to 12 infants or 2 caregivers to 8 infants.
-Must be inspected by Fire Marshal, Dept. of Health, and Dept. of Social Services prior to license issuance.

Unannounced Inspection Procedure

-Child Care Resource Specialist is required to make unannounced visit within 60 days of issuance or renewal of license for FCCH I.
-Complaint allegations are investigated by an unannounced visit and unannounced follow-up visits if necessary.
-A probationary status is one alternative to serious non-compliance when there is not a danger to the safety of children or staff. Probationary status can only be in effect for 6 months and requires that a corrective plan be developed by the provider and monitored by Department staff.

Tracking of License Denials or Revocations
-Both denials and revocations have been tracked since 1978.

Complaint Procedure
-To file a complaint, call or write the Department of Social Services, Child Care and Development Division.
-Consequences are dependent upon the nature of the violations; may range from issuance of noncompliance report to emergency order which immediately revokes the license.

Provider Qualifications
-Provider must be at least 19 years old.
-Physical exam required and shall include: blood pressure, urinalysis, self-disclosure statement on substance abuse and treatment for mental health problems.
-There are no Health or Social Services policies regarding immunization of adult members in the house, including the child care provider.
-No information about number of references required.
-Some cities have permit requirements which includes criminal records check.

Provider Training and Orientation
-FCCH I & II providers now must have 1 hour of pre-service orientation; also 12 clock hours of in-service training per year.
-CPR and first aid are required.

Discipline Policy
-Corporal punishment prohibited in both FCCH I & II.

Emergency Medical Consent Policy
-Forms are required, but they do not have to be notarized.

Immunization Policy for Children
-Immunization regulated by Nebraska Department of Health.
-Providers are required to maintain copies of children's immunization records have them available upon request.
-Providers are required to retain copies of immunization records of all children and send aggregate data to the DOH on a yearly basis.

National Life Safety Fire Code Policy
-Followed by both FDCH I & II.

Nutrition Policy
-NE Department of Education is state sponsor for USDA CACFP.
-Nutritional guidelines comply with USDA CACFP.

Smoking Policy
-Smoking is prohibited in all areas of the home designated for child care during the hours of operation.
-The child care provider shall inform parents of all enrolled children, if any household member, including the provider, smokes in the home; information will be provided to parents before accepting a child into care.

Before and After School Programs
-No separate special regulations.

Infant Care Programs
-Section of regulations pertain to those providing infant care.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No separate special regulations.

Zoning Regulations
-Quality Child Care Act prohibits cities and communities from imposing zoning ordinances that prohibit family child care.
-No specific regulations pertaining to zoning.

Available Resources
-Information on local organizations, consultations and technical assistance on quality care, and training and information on available grants.

Local Contact
-There are 25 Child Care Resource Specialists in 10 locations throughout the State.
-There are 50 Registration Clerks throughout the State DSS offices.

Pending/New Legislation
-None.

NEW HAMPSHIRE (NH) **

Information
Supplied By: Sharon Lee, Licensing Supervisor
Bureau of Child Care Licensing
Health and Human Services Building
6 Hazen Drive
Concord, NH 03301-6527
PHONE: (603) 271-4624
FAX: (603) 271-3745

Number of Homes
-355 family child care homes.
-118 group child care homes.
-Licensor-provider ratio: about 1:175; optimum supervision ratio: 1:50-75

Provider Regulations
-Licensing required; renewed every 3 years.
-Social security number of providers is not required.
-A 6 month permit is issued to all new facilities to allow the department to monitor compliance with regulations when they providers are actually caring for children.
-In a family child care home, 1 provider may care for any 1 of the following groups of children (includes the provider's own biological or adopted children, foster and resident children up to 10 years of age):
  1) 6 preschool children and 3 school age children provided that no more than 3 children shall be under 36 months of age of which no more than 2 shall be under 19 months of age.
  2) 5 preschool children and 3 school age children provided that no more than 4 children shall be under 36 months of age of which no more than 2 children shall be under 24 months of age.
  3) 4 children under 36 months of age.
  4) 6 preschool children and 3 school age children provided that no more than 4 children shall be under 36 months or age of which no more than 2 children shall be under 24 months of age.
-Substitute caregiver required.
-Provider must reside in the home used for care; regulations also require that the FCC provider be the person in whose home the care is provided.
-National Fire Prevention Code needs to be met, regulated by NH Dept. of Safety, Fire Marshall's Office.
-Space requirements: Inside - 35 sq. ft. per child; outside - 50 sq. ft. per child; however, homes with less than 50 sq. ft. per child outside are acceptable as long as the outside area is at least 1/3 of the required 50 sq. ft. per child and as long as the area of outside sq. ft. per child never falls below, at any time, 50 sq. ft. for every child outside.
-**Group Child Care Homes:**
 -2 caregivers with 7-12 children and up to an additional 5 school age children; may have up to 4 children under 3 years of age.
 -Same provider/infant ratios.

Unannounced Inspection Procedure
-All FCCH and GCCH inspected by health and fire departments; inspection by licensing bureau occurs prior to license being granted and 3 times during 3-year license period; at least one inspection/license period is unannounced.

Tracking of License Denials or Revocations
-Both denials and revocations are tracked indefinitely.

Complaint Procedure
-To file a complaint, write or phone the Bureau of Child Care Licensing and give specifics of the complaint.
-When a complaint is filed, an unannounced investigation begins.
-Consequences depend upon severity of violation; routine violations would be issued, summary of findings, and required to submit corrective action plan; more serious violations, i.e. abuse/neglect, or repeat serious health and safety violations might result in action against a license.

Provider Qualifications
-Provider must be at least 18 years old.
-Physical exams required every 3 years.
-Immunizations are not required for providers or adult household members.
-No information concerning number of references required.
-In-state criminal and child abuse record checks required for provider, staff and for any resident in home over 18 years old.

Provider Training and Orientation
-First Aid and Child CPR certification is required.
-Providers between 18 and 21 years of age must have a child care vocational course approved by the State Dept. of Education.

Discipline Policy
-Corporal punishment prohibited as is punishment which is humiliating, shaming, frightening or otherwise damaging to children. Children's behavior supported with positive guidance.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Children must be immunized; records must be on file in the home the first day the child attends. The provider is not in compliance with regulations if a child falls behind in immunization status; religious and medical exemptions are allowed.

National Life Safety Fire Code Policy
-The State Fire Marshall has adopted the National Code.

Nutrition Policy
-NH Department of Education is state sponsor for USDA CACFP.
-Providers must assure children are served meals and snacks equal to USDA CACFP guidelines; if parents supply food, providers must supplement inadequate meals and snacks.

Smoking Policy
-Smoking is prohibited in FCCH and GCCH during hours of operation.

Before and After School Programs
-No separate special regulations.
-No overlap time allowed; must be licensed to provide care to school age children; must abide by maximum capacity on license.

Infant Care Programs
-FCCH and GCCH may care for up to 4 children under 3 years of age; if FCCH or GCCH wishes to care for 5 or more children under 3 years of age, he/she must qualify and be licensed as a Day Care Nursery Program.

Programs for Children with Disabilities
-Provider must consult for the child's parent(s), physician or other professional source providing services to the child, on an ongoing basis, as designated by the parent in order to obtain written instructions regarding the child's disability and methods of meeting the child's special needs.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No programs available.

Zoning Regulations
-FCCH and GCCH must submit documentation verifying compliance with local ordinances, some of which have changed in regards to inspections and zoning fees.

Available Resources
-Food programs, family day care associations, training organizations, resource and referral organizations.

Local Contact
-New Hampshire Division of Public Health Service, Bureau of Child Care Licensing, or call 800-852-3345 ext. 4624, or 603-271-4624.

Pending/New Legislation
-None.

** Information not reverified

NEW JERSEY (NJ)

Information
Supplied By: Richard Crane, Chief
Bureau of Licensing
Division of Youth and Family
Services, CN 717
Trenton, NJ 08625-0717
PHONE: (609) 292-1018
FAX: (609) 292-6976

Number of Homes

-4,400 family child care homes.
-Licensor-provider ratio: no exact number available, each sponsoring organization determines the number of staff members needed to carry out the voluntary registration program based on available funds and the number of registered homes in its area.

Provider Regulations

-Voluntary registration: providers participating in this program must obtain a Certificate of Registration; renewable every 3 years ($25 fee, which is used by sponsoring organizations to support registration programs).
-NJ has a two-tiered system of regulation: Division of Youth and Family Services (DYFS) inspects, approves and contracts with FCC Sponsoring Organizations; these organizations then inspect, monitor and register providers.
-Each sponsoring organization has a designated geographical area that it is responsible for (one or more counties).
-In addition, there are Family Day Care networks that can be private for profit or non-profit who screen, train and approve family child care homes, but do not have the State contract to issue a registration certificate.
-Social security number of provider not required for registration.
-Providers in substantial compliance with registration regulations may receive a temporary registration for no longer than one year.
-Provider/child ratio is 1:5; 3 additional children are allowed if they reside in the home or are the assistant's or substitute's children; provider/infant ratio is 1:3. (See explanation below.)
-Providers that do not participate in the voluntary registration program have no regulations or requirements to meet, but do not accrue the benefits of FCC registration, including referrals of consumers through the State Resource and Referral System.
-Providers are required to reside in the home in which care is provided.
-Liability insurance is not required but most FCC networks make it available to providers either by paying the premium for the provider or by collecting the premium from the provider and submitting it to the insurance agency.
-**NJ has no Group Child Care Homes.**
-Programs serving 6 or more children under age 13 must be licensed as a child care center and follow center regulations.

Unannounced Inspection Procedure
-Inspections are done prior to certification and then once every 2 years, plus 20% random sample inspected annually.
-When a complaint has been filed, the sponsoring organization's investigation may include a home visit as necessary and this visit is unannounced.

Tracking of Registration Denials or Revocations
-Denials and revocations have been tracked since 1987.

Complaint Procedure
-Complaints may be made by telephone, in writing or in person to the sponsoring organization. Complaints may be made anonymously. Institutional Abuse Investigation Unit in the DYFS receives and investigates complaints alleging child abuse or neglect in registered homes.
-Consequences: The provider is given an opportunity to abate the violations; repeated and/or unabated violations may result in suspension, revocation or refusal to renew the registration.

Provider Qualifications
-Providers must be 18 years old.
-Providers and assistants must submit a medical statement including Mantoux test or chest x-ray.
-Adult immunizations are left up to opinion of physician. No health information is required from other adults who do not care for the children.
-Two written references required.
-Self-disclosure of criminal convictions of the provider, provider substitute, assistant, and all members of the provider household over 14 years of age.
-Beginning July 1995, providers are required to be screened for any substantiated allegation of child abuse or neglect.

Provider Training and Orientation
-6 hours of pre-service training before a Certificate of Registration is issued; topics include child development, discipline, safety, first aid, health, nutrition, program activities, and parent-provider communication.
-2 hours of in-service training required annually.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Registered providers are required to have children's immunization records on file. Parents are responsible for keeping the records current.

National Life Safety Fire Code Policy
-Not adopted.
-However, safety and fire prevention provisions are included in the registration regulations, and all homes must meet applicable provisions of the New Jersey Uniform Fire Code.

Nutrition Policy
-NJ Department of Education is state sponsor for USDA CACFP.
-Nutritious meals and snacks are required at appropriate times; specific menu components are not specified in the family child care registration regulations.

Smoking Policy
-Smoking is prohibited within sight of children; provider must inform parents about smoking by anyone in the home.

Before and After School Programs
-No separate special regulations.
-No policy on time overlap for integration of before and after school children into family child care home caring for young children at other times.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No separate special regulations.

Zoning Regulations
-Zoning law deems FCCH are a permitted use in residential zones, condominiums, cooperatives and horizontal property regimes.

Available Resources
-Sponsoring organizations offer a variety of resources based on local availability; these may include CACFP, provider associations, insurance plans,private networks, training workshops, lending library, equipment loan.

Local Contact
-Family child care sponsoring organizations, which may be public agencies or private non-profit organizations. (See Below)

Pending/New Legislation
-None.

Family Child Care Sponsoring Organizations

Atlantic	
Atlantic County Women's Center	(609) 646-6071
Bergen	
Bergen County Office for Children	(201) 646-3694
Burlington	
Children's Home Society	(609) 695-6274

Camden Camden County Division of Children's Services	(609) 968-4260
Cape May or Gloucester Family Day Care of Gloucester County, Inc.	(609) 589-0260
Cumberland Martin Luther King Academy	(609) 692-6012
Essex Programs for Parents	(201) 857-5177
Hudson North Jersey Community Coordinated Child Care	(201) 864-1904
Hunterdon Child Care Channels	(908) 782-7905
Mercer Child Care Connection, Inc.	(609) 737-3945
Middlesex Middlesex County Board of Social Services	(908) 745-3500
Monmouth United Way of Monmouth County	(908) 938-5612
Morris Children's Services of Morris County	(201) 927-6060
Ocean CHS Child Care	(908) 905-6363
Passaic North Jersey Community Coordinated Child Care	(201) 684-1904
Salem Educational Information and Resource Center	(609) 582-8282
Somerset Child Care Connection, Inc.	(908) 725-2059
Sussex NORWESCAP	(201) 383-3461
Union Community Coordinated Child Care of Union County	(201) 923-1433
Warren Child Care Channels	(908) 454-2074

NEW MEXICO (NM)

Information
Supplied By: Stephen M. Borland, Chief
Child Care Licensing Bureau
P. O. Drawer 5160
Santa Fe, NM 87502-6110
PHONE: (505) 827-7687
FAX: (505) 827-9978

Number of Homes
-88 family child care homes.
-170 group child care homes.
-Licensor-provider ratio: 1:84; no information available for optimum level.

Provider Regulations
-Licensing required for providers caring for 5 or more children; $15 annual licensing fee with renewal.
-Social security number of provider is not required.
-Temporary licenses are offered for up to 120 days when not all requirements are met, but no health or safety violations.
-FCCH may have maximum of 6 children with no more than 2 under the age of 2, includes provider's children under age 6.
-Provider/child ratios: infants, toddlers, preschoolers, and school age - 1:6 and 2:7-12.
-Intent of the regulation is that providers should reside in the home in which care is being provided, but it does not specified that they must.
-Liability insurance not required.
-Space requirements: Inside- 35 sq. ft. of activity area per child; outside- 60 sq. ft. per child for 20% of the licensed capacity.
-**Group Child Care Homes:**
-7-12 children may be cared for with maximum of 4 under age 2.
-Provider/child ratio is 1:6.

Unannounced Inspection Procedure
-Inspections occur before licensure and semi-annually thereafter.
-When a complaint has been filed, an unannounced visit takes place, with social services if abuse/neglect.

Tracking of License Denials or Revocations
-Denials are not tracked, but revocations have been tracked for 10 years.

Complaint Procedure
-To file a complaint, call or write the licensing agency; anonymous complaints are accepted.
-Consequences: depending on seriousness, can range from license suspension or revocation to plan of correction.

Provider Qualifications
-Day care provider must be 18 years old.
-Initial TB test required.
-No adult immunizations required.
-No information about number of references required.
-Criminal record checks and fingerprinting required for provider and household members over 18 years old; cost is $23 per person. (Paid to the Federal Bureau of Investigations.)

Provider Training and Orientation
-Training required for all providers.
-FCCH must have 6 hours training annually in topics such as first aid, sanitation, nutrition, etc.
-GCCH must have 12 hours training annually; 6 hours will cover topics covered with FCCH and the other 6 will be in child growth and development.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Forms are required, but they do not have to be notarized.

Immunization Policy for Children
-Children must be immunized; provider must not accept or disenroll a child whose records are not current.

National Life Safety Fire Code Policy
-Included as adopted by the state Fire Marshal's Office.

Nutrition Policy
-NM Family Nutrition Bureau is state sponsor for USDA CACFP.
-Providers must adhere to CACFP guidelines.

Smoking Policy
-Smoking is not allowed.

Before and After School Programs
-Special regulations for activities for school age children are included in addition to the general regulations.
-No provision for overlap time integrating before and after school children in the FCCH; child/staff ratios must be maintained at all times.

Infant Care Programs
-Special regulations for facilities caring for infants are included in addition to the general regulations.

Programs for Children with Disabilities
-Special regulations for services and care of children are included in addition to the general regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Regulations applicable to sick child care are included with general standards.

Zoning Regulations
-All facilities must comply with local ordinances.

Available Resources
-CACFP and information on available funding.

Local Contact
-First contact should be with the state agency.

Pending/New Legislation
-Regulations are being revised.

NEVADA (NV)

Information
Supplied By: Patricia J. Simonsen, Chief
Bureau of Services for Child Care
3920 E. Idaho Street
Elko, NV 89801
PHONE: (702) 753-1237
FAX: (702) 753-2111

Number of Homes
-553 family child care homes.
-32 group family care homes.
-Licensor-provider ratio: no information available; licensors have a mixed caseload of family child care, group homes, and centers, designated by licensing entity.

Provider Regulations
-Licensing by State required when caring for 5 or more children for compensation.*
-Licensing fees: 6 or less children - $20; 7-12 children - $60.
-Licenses renewed annually.
-Social security number of provider is required to conduct FBI checks.
-Provisional license may be issued to allow time for a facility to come into compliance.
-FCC providers may care for maximum of 6 children, not including family members; maximum of 4 children under 2 years of age, with no more than 2 children under 1 year.
-Providers are required to reside in the home used to provide care.
-Liability insurance required.
-Substitute caregiver required, providers must give the name and phone number of the substitute to the licensing agency with proof of FBI check.
-Space requirements: 35 sq. ft. per child inside usable space; 37 1/2 sq. ft. per child outside.
-**Group Child Care Homes:**
-7-12 children must be cared for by a minimum of 2 providers.
-Provider/child ratio of 1:6 maintained; no more than 8 children under 3 years old with no more than 4 children under 1 year.
-An additional caretaker must be on duty whenever one or more of the following conditions exist:
a) More than six children are in the facility;
b) More than four of the children are less than 2 years of age;
c) More than two of the children are less than 1 year of age.

Unannounced Inspection Procedure
-Initial inspections prior to licensure; subsequent inspections throughout year with minimum visits of once every 6 months.
-Inspections are random with no advance notice.

Tracking of License Denials or Revocations
-Both denials and revocations are tracked on a yearly basis, on-going.

Complaint Procedure
-To file a complaint, register with licensing entity.
-When a complaint is filed, follow-up procedure is dependent upon nature of complaint.
-Consequences are dependent upon regulation section(s) out of compliance.

Provider Qualifications
-Owner must be 18 years old. The facility may not be operated without a caregiver a minimum of 18 years old on the premises.
-Caregivers must be at least 16 years old and have had a Child Development course if under 18 years of age. No more than 50% may be under 18 years.
-Physical exams not required; TB test is required, renewable every 2 years.
-No other adult immunizations required.
-References not required.
-FBI background checks conducted on all licensees and adult family members living in home, renewable every 6 years.

Provider Training and Orientation
-Providers must take an initial 3 hours of training within the first 6 months of licensing; 3 hours of continuing education annually follows.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Provider must obtain and maintain on premises a current immunization record for each child prior to their admittance.
-Provider is responsible for seeing that the parent keeps child's immunization record current.

National Life Safety Fire Code Policy
-Adopted by the State Fire Marshal's Office.

Nutrition Policy
-NV Department of Education is state sponsor for USDA CACFP.
-Meals and snacks must be of a quality and quantity which supplements the food served at home. Cultural and ethnic foods which are appropriate for children must be considered in planning meals. Further specific guidelines are required.

Smoking Policy
-Smoking is allowed in family child care, but is prohibited in group homes unless an assigned smoking area is approved by State Fire Marshal.
-Parents must be notified in writing that smoking is permitted in both settings.

Before and After School Programs
-No separate special regulations.
-No overlap time policy.

Infant Care Programs
-Special regulations adopted.

Programs for Children with Disabilities
-Special regulations adopted.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Special regulations adopted.

Zoning Regulations
-Child care homes must comply with applicable local ordinances.

Available Resources
-Training and resources provided by the Bureau. Training that is provided by other sources must be approved by the appropriate licensing entity.

Local Contact
-Except for localities listed below, contact the Bureau of Services for Child Care (702-687-4232) to get the county or city contact near your area.

Pending/New Legislation
-None.

*The Bureau of Services for Child Care does not license child care facilities in the localities listed below. Please direct inquiries concerning these facilities to one of the following:

Carson City
Carson City Health Dept.
Environmental Health Svs.
1711 North Roop Street
Carson City, NV 89701
(702) 887-2190

Las Vegas (Within city limits)
Privilege License Division
City of Las Vegas
Dept. of Business Activity
400 E. Stewart Ave.
Las Vegas, NV 89101
(702) 386-6011

Clark County (Unincorporated areas)
Child Welfare Licensing
Clark County Social Services
1600 Pinto Lane
Las Vegas, NV 89106
(702) 455-5722

Washoe County
Washoe Co. Social Svs.
Wells Ave. at 9th St.
P.O. Box 11130
Reno, NV 89520-0027
(702) 328-2300

NEW YORK (NY)

Information
Supplied By: Suzanne Zafonte Sennett/Sara Blake
Department of Social Services
Bureau of Early Childhood Services
40 N. Pearl Street, 11-B
Albany, NY 12243
PHONE: (518) 474-9454
FAX: (518) 474-9617

Number of Homes
-11,928 family child care homes.
-1,416 group child care homes.
-No information provided about ratio of licensors to homes.

Provider Regulations
-**Family Child Care Homes:**
 -Registration required if caring for 3 - 6 children; no fee; registration is for one year the first time and every two years thereafter.
 -Social security number requested but not required.
 -No more than 2 children under the age of 2.
 -No more than 5 children if at least 1 child is under age 2.
 -Two additional school aged children may be cared for following an on-site visit to determine provider's capability to serve additional children.
 -Both FCCH and GCCH must be located in an occupied family residence, but the occupant does not necessarily have to be the provider.
 -Liability insurance not required for either FCCH or GCCH.
 -Parents must have unlimited access to their children while in FCCH or GCCH.
 -Space Requirements: None for FCCH or GCCH.
-**Group Child Care Homes:**
 -Licensed; renewed every two years.
 -Social security number requested but not required.
 -Provisional licenses are not issued under any circumstances.
 -2 providers care for up to 10 children with no more than 4 under age 2, or up to 12 children if none is under age 2.
 -2 additional school aged children may be cared for before and after school hours, with department approval.

Unannounced Inspection Procedure
-GCCH inspected before license renewal.
-FCCH inspected on a 20% random sample basis annually.
-If there is a complaint for non-compliance, homes must be visited unannounced within 15 days; if there is a complaint of imminent danger, homes must be visited unannounced within 24 hours.

Tracking of Registration/License Denials or Revocations
-Both denials and revocations are tracked and maintained in computer database for an unspecified period of time.

Complaint Procedure
-To file a complaint, call the statewide 800 child care complaint line or one of 7 regional offices of DSS BECS and provide information on the provider and the nature of the complaint. If the complaint is about suspected child abuse and neglect, individuals can call the 800 child care complaint line and be referred to the State Central Register of Child Abuse and Maltreatment or call the Register's own 800 number.
-The follow-up procedure depends on the nature of the complaint. All complaints are referred to the regional child care offices (or to the Dept. of Health in New York City) for investigation/follow-up. On-site visit if imminent danger (within one day) and/or if regulated provider (within 15 days). If complaint is only that provider is illegal, written notice of obligation to register (within 10 days). Subsequent follow-up depends on provider response.
-Consequences/penalties for violations depend on the nature of the violation; may include issuance of corrective action plan, temporary limitation/suspension, denial, revocation, suspension or limitation of registration/license and fines.

Provider Qualifications
-Provider must be at least 18 years old.
-Health statements and results of TB test required prior to issuing and renewing registration or license for provider and assistants.
-No other immunizations are required of provider or adult members.
-References required; screening through the state Central Register of Child Abuse and Maltreatment required.
-Providers must sign sworn statement indicating whether, to the best of their knowledge, they have never been convicted of a crime in New York State or any other jurisdiction.

Provider Training and Orientation
-Orientation is required.
-15 hours of training approved by DSS is required the first year and 15 hours every two years thereafter.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Signed forms are required, but they do not have to be notarized.

Immunization Policy for Children
-Children, including the provider's own children, must be immunized; providers must maintain current records.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-NYS Department of Health will be state sponsor for USDA CACFP.
-Regulations require providers to provide plentiful and nutritious meals and snacks which meet the nutritional needs of the children, as per USDA.

Smoking Policy
-Smoking is prohibited in indoor areas and in vehicles while children are being transported.

Before and After School Programs
-No provision for overlap time.
-Separate regulations for school-age child care programs.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No special regulations; general prohibition against refusing to admit a disabled child if he/she is eligible for admission, could benefit from participation and reasonable modifications can be made to accommodate the child.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Regulations currently being developed; based on national health and safety performance standards of APHA and AAP.

Zoning Regulations
-FCCH must comply with local ordinances as they apply to family residences in the community.
-GCCH must comply with local ordinances as they apply to family residences in the community. However, if a GCCH is located above the ground floor of a multi-family dwelling that is not fireproof, special zoning requirements apply.

Available Resources
-A Welcome Wagon Kit (FCC only, part of registration), which includes a Redleaf Press FCC starter kit, educational/ informational materials, available resources, local and national association information, etc; technical assistance from regional office staff; and training (most at no cost or at minimal cost).

Local Contact
-Individuals interested in becoming providers should contact the Bureau of Early Childhood Services regional office in their area; there are 7 regional offices across NYS. In New York City, contact the NYC Dept. of Health.

Pending/New Legislation
-None.

OHIO (OH)

Information
Supplied By: Type B
Joan Van Hull, Chief
County Technical Support Section
BCCS - Department of Human Services
65 East State Street, 5th Floor
Columbus, OH 43215
PHONE: (614) 466-7762
FAX: (614) 466-0164

Type A
Pauline Hosenfeld, Chief
Child Care Licensing Section
BCCS - Department of Human Services
65 E. State Street, 5th Floor
Columbus, Ohio 43215
PHONE: (614) 466-3822
FAX: (614) 466-0164

Number of Homes
-6,768 Type B family child care homes.
-41 Type A group child care homes.
-Licensor-provider ratio: no information available.

Provider Regulations
-Certification for FCCH (Type B) is required for homes that receive public funds; Type B homes care for 1-6 children including related children under 6 years of age and no more than 3 may be under 2 years of age.
-Certification valid for 1 year and renewed based on county inspection findings.
-Provisional licenses are offered in both homes. Type A - provisional limited 60 days; Type B - provisional limited for relatives 60 days.
-Space requirements: 35 sq. ft. indoors; 60 sq. ft. per child using space at a time outdoors.
-A new category of day care providers was added under Type B: Type B Family Child Care Home Limited Certification. This certification is issued to adult providers who provide day care for public funded children who are great grandchildren, grandchildren, nieces, nephews or siblings of the provider or the parent's children who are a grandchild, child, niece, or sibling of the provider. The homes are inspected once a year. Certification is valid for two years and there are no space requirements.
-Social security number of provider is not required in either type home.
-Liability insurance is not required for either Type A or B homes.
-Type A and Type B homes must be the personal residence of the provider by definition of the law.
-**Group Child Care Homes (Type A):**
-Licensing required for homes caring for 7-12 children including children related to licensee under the age of 6 and no more than 3 of whom may be

under the age of 6 years or 4-12 children when more than 3 are under 2 years of age.
-Initial fee of $50 for license and a $25 renewal fee; licenses must be renewed every 2 years.

Unannounced Inspection Procedure
-All homes inspected twice a year, at least one unannounced.
-When complaint has been filed, visits may be unannounced or announced; the investigation must begin within five working days of receipt of a complaint; if complaint alleges an immediate risk to children, the investigation shall begin within 24 hours of receipt of the complaint.

Tracking of Certificate/License Denials or Revocations
-Both denials and revocations are tracked for Type A homes, but not for Type B homes. Records go back 5 years for Type A homes.

Complaint Procedure
-Complaints involving Type B FDCH are to be made to county departments of human services; complaints involving Type A homes are to be directed to ODHS district offices.
-If complaint alleges child abuse/neglect, county director shall immediately report it to public children services agency.
-Consequences: could ultimately lead to revocation of license or certificate, or criminal prosecution of individual perpetrators.

Provider Qualifications
-Provider must be at least 18 years old.
-In Type A & B homes: provider must be immunized against measles mumps, rubella, tetanus and diphtheria; TB test also required.
-Type B providers are required to have 3 references; Type B limited, no references; and Type A, requires 3 references.
-Signed statement from provider and family members over 18 that they have no criminal record of acts involving children.
-Type B providers and adults in home and Type A home personnel must also satisfactorily complete a criminal records check.

Provider Training and Orientation
-Personnel in Type A homes must have a high school diploma and, unless educationally exempt, must complete 15 hours in-service training annually until 45 hours are completed. Each home must have one person who has completed first aid training.
-The administrator (director) of the Type A home must have a high school diploma, 2 years child care experience or college, and, unless educationally exempt, must complete 15 hours in-service training annually until 45 hours are completed.
-Personnel in Type B homes must complete 12 hours of in-service training during first year of certification and 6 hours annually until 30 hours are completed unless educationally exempt. In addition, each provider must complete a 6 hour Health and Safety in Family Day Care course during first year of certification.
-There are no training requirements for persons certified as Type B homes Limited Providers.

Discipline Policy
-Written discipline policy statement must be signed and approved by parents; spanking not permitted in certified Type B homes.
-Written discipline policy must be provided to parents and staff of Type A homes; spanking is not permitted.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Immunizations for children not required for Type B limited certification.
-Otherwise children are required to be immunized; CDHS shall ensure the child's immunizations are current.

National Life Safety Fire Code
-Not adopted.

Nutrition Policy
-OH Department of Education is state sponsor for USDA CACFP.
-Requirements follow USDA guidelines.

Smoking Policy
-Smoking has been banned in Type B and A homes, but the department has not been able to file rules yet to implement the law.

Before and After School Programs
-A school child center is one that cares for children aged K and up.
-See additional information in Pending/New Legislation.

Infant Care Programs
-Type B homes and A homes rules have special provisions for care, feeding, and safety of infants.

Programs for Children with Disabilities
-No separate special regulations.
-Care of children with disabilities or health conditions must have a written plan for the care of that child which must be approved by the parent and provider.
-Provider must comply with the guidelines of the ADA.

Sick Child Care Programs
-Other than a cold and minor symptoms, isolate the child and observe. If more serious symptoms arise, call parents and send the child home.
-A law was passed which directed the department to develop sick child care rules, but the department has not been able to do so yet.

Zoning Regulations
-Type B homes can operate in any neighborhood zoned residential.
-Type A homes may be excluded by zoning requirements; face same zoning requirements as centers.

Available Resources
-CACFP, Provider start-up its when requested (includes fire extinguishers, first aid kit), loan of equipment (cribs, playpens).
-Grants or loans available to start up or expand child day care homes.

Local Contact
-For type B homes: County Department of Human Services.
-For type A homes: State Department of Human Services.

Pending/New Legislation
-SB 65 would create a pilot project for certification of new category: Type C Homes. Type C homes would be able to care for more children before and after school than the Type B home.

OKLAHOMA (OK)

Information
Supplied By: Prins Anderson
DHS Office of Child Care
P.O. Box 25352
Oklahoma City, OK 73125
PHONE: (405) 521-3561
FAX: (405) 521-0391

Number of Homes
-3,709 family child care homes.
-Licensor-provider ratio: licensors carry mixed caseloads of center and home cases. The recommendation from a workload analysis was 1:60 cases, taking into consideration other responsibilities such as parent referrals and training.

Provider Regulations
-Licensing required; no fee.
-Licenses renewed every two years.
-Social security number of provider is required.
-One-year provisional licenses can be issued if the caregiver is unable to comply with requirements, usually for a physical structure improvement that is costly.
-Provider may care for:
a) maximum of 7 children (the number includes the provider's own children) under five years of age and not more than 2 children under age 2 when only one caregiver is present
b) maximum number of 6 children with 3 under age 2 present and one caregiver.
c) maximum number of 5 children with 4 or 5 under the age of two and one caregiver.
-Providers must reside in the home used to provide care.
-Liability insurance required for transportation.
-Substitute caregiver required; does not have to be licensed, must be 18 years.
-Space requirements: 35 sq. ft. per child indoors; 75 sq. ft. outdoors.
-No separate Group Child Care Home classification.
-When 7 children are in care and more than 2 of those children are under age 2, an assistant caregiver shall be present. Other combinations acceptable.
-All other regulations are the same.

Unannounced Inspection Procedure
-Inspections of homes occur initially and three times per year.

Tracking of License Denials or Revocations
-Both denials and revocations are tracked for at least one year.

Complaint Procedure
-To file a complaint, contact either verbally or in writing a licensing representative--may be anonymous.

-An unannounced monitoring visit is made when a complaint has been filed; usually within one week or sooner if the allegation involves risk to children in care.
-Consequences: Immediate - non-compliance letter, plan of correction, follow-up visit; Long term: revocation of license.

Provider Qualifications
-Provider must be 18 years old.
-Initial TB test or chest X-ray required for all adults living in the home.
-No other adult immunizations required.
-Four written references required.
-Criminal record checks required for new providers after 4-29-93.

Provider Training and Orientation
-Providers must complete a minimum of ten hours of "job related" training per year; also must complete training in disease and accident prevention, first aid techniques and use of a fire extinguisher within one year of application.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form required, but it does not have to be notarized.

Immunization Policy for Children
-Children must be immunized; provider must maintain health records including current immunization record; now also includes HIB (Haemophilus Influenza Bacteria, Type B).

National Life Safety Fire Code
-No policy.

Nutrition Policy
-OK Department of Education is state sponsor for USDA CACFP.
-Balanced meals providing 1/3 of daily nutritive requirements; mid-morning and mid-afternoon snacks; caregiver must provide food for all children able to eat regular food.

Smoking Policy
-Smoking and tobacco products are prohibited in areas where children are in care.

Before and After School Programs
-No separate special regulations.
-Overlap time not allowed.

Infant Child Care Programs
-Special regulations in areas of supervision, routine, bottle feeding, diaper changing, and toilet training.

Programs for Children with Disabilities
-No separate regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Sick child is isolated and parents are notified; caregiver determines whether or not to provide care depending on the apparent degree of illness, other children present, and facilities available to care for the ill child.

Zoning Regulations
-FCCH must comply with local ordinances.

Available Resources
-Information on CACFP, sample menus, in local associations [if available]: videotapes, training opportunities, Good Health Handbook, equipment catalogs, handouts on home safety, carseats, daily activities, and behavior/ guidance.

Local Contact
-Department of Human Services.
-Licensing staff is headquartered in 40 of 77 county offices.

Pending/New Legislation
-Criminal history investigation for any adult residing in a FCCH will become effective 11-1-95.

OREGON (OR)

Information
Supplied By: Linda Stern, Manager
Child Care Licensing Unit
875 Union St. NE
Salem, OR 97311
PHONE: (503) 378-3178
FAX: (503) 378-5417

Number of Homes
-**11,750** family child care homes.
-**198** group child care homes.
-Licensor-provider ratio: 12.5 licensors statewide for group child care homes and centers; licensors involved with family child care homes only for major complaints.

Provider Regulations
-Registration Without Inspection (RWI) required of all family child care homes that care for more than 3 day care children from more than 1 family for more than 70 days a year.
-Providers caring for 1-2 children are exempt from regulation.
-Registration renewed every 2 yrs via the mail; $25-30 fee.
-Social security number of provider is asked on the application, but shown as voluntary; required to receive subsidies through other state agencies.
-Maximum number of children is 10; 6 preschool children, and 4 school age, including provider's own; restrictions apply to ages of preschool children.
-Provider is required to reside in the home used to provide care.
-Liability insurance not required for FCCH or GCCH.
-Space requirements: none.
-**Group Child Care Homes:**
 -Required to be certified; $5 annual fee.
 -Certified under rules specifically for this type of facility.
 -7-12 children with the following staff ratios:
  -1:4 (4 infants and toddlers)
  -1:4 (3 infants and toddlers/1 pre-school)
  -1:6 (2 infants and toddlers/4 pre-school)
  -1:6 (1 infant and toddler/5 pre-school)
  -1:10 (10 pre-school or school age)
  -1:12 (12, all school age)

Unannounced Inspection Procedure
-No home inspections done on FCCH, except in response to complaint.
-Home inspection is made by CCD and local sanitation agency for GCCH.

Tracking of Registration/License Denials or Revocations
-Both denials and revocations are tracked in database for an indefinite period of time.

Complaint Procedure
-To file a complaint, call local CCD or statewide 800 #; or call CCR&R's, who then call CCD.
-When a complaint has been filed, CCD responds by mail, telephone call or a visit, depending upon the nature of the complaint.
-Consequences: range from complaint letter added to providers public record to corrective action plan to suspension.

Provider Qualifications
-Provider must be at least 18 years old.
-No adult immunizations required.
-Two references required for FCCH and GCCH.
-Provider's records must show no convictions for crimes against persons, founded child abuse allegations, felony offenses involving controlled substances, nor any other offense bearing substantial relation to qualifications, functions of operator, or employee of child care facility (within previous 5 years for GCCH unless provider can document changed behavior through rehab, training, or counseling for family providers).
-Criminal record checks of Oregon law enforcement data and child protective services records required for all adults in the registered child care homes, and all adults who are in a child care facility for a significant period of time when children are present.

Provider Training and Orientation
-No specific orientation at present time for family providers; will be implemented in 1996.
-At renewal, providers must have completed 2 hours of training in recognizing and reporting child abuse.
-GCCH providers receive pre-certification consultation on an individual basis; 15 clock hours per year of training is required, of which at least 6 hours shall be in early childhood development or early childhood education.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form is required for GCCH, but it does not need to be notarized.

Immunization Policy for Children
-Children are required to be immunized; provider is responsible for having a current immunization record.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-OR Department of Education is state sponsor for USDA CACFP.
-GCCH must follow USDA guidelines.

Smoking Policy
-Smoking not allowed in areas used by children or used for food preparation in GCCH.

Before and After School Programs
-No separate special regulation.
-No policy regarding overlap time.

Infant Care Programs
-No separate special regulations.
-GCCH regulations include specific requirements if caring for children under the age of 1.

Programs for Children with Disabilities
-No separate special regulations.
-GCCH regulations prohibit discrimination on basis of need for special care.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-GCCH must keep records of: a) emergency medical treatment form accepted by local medical facility (noted on form); b) information and authorization form from parents or guardian; c) medication administered to the child while in the child care facility; d) accidents, injuries, and communicable diseases.
  -If child has mild cold symptoms which don't impair functioning, the child may remain in GCCH.
  -Children who become ill at the day care home are isolated until they are picked up by their parents; if child has mild cold symptoms which don't impair functioning, the child may remain in the GCCH.
  -If illness is serious, notify physician named on form, or take the child to the medical facility named on form.
  -Parents must be notified when medication is administrated on the day given.
  -For prescription and nonprescription medication, written authorization from parents is required.
  -Specific symptoms and day-care restrictable diseases preclude a child from care.
-FCCH Provider:
  -Sick children shall not be in care except those with mild cold symptoms which don't impair functioning.

Zoning Regulations
-FCCH and GCCH in which the provider lives are considered residential use of property for zoning purposes; no restrictions may be imposed on child care homes that are not also placed on other dwellings in residential or commercial zones.
-GCCH in which the provider does not live must be local zoning requirements.

Available Resources
-Food program, CCR&R, professional organization.

Local Contact
-Statewide Toll Free Number to Central Office, Child Care Division: 800-556-6616, Oregon only.

Pending/New Legislation
-None.

PENNSYLVANIA (PA)

Information
Supplied By: Susan Miller
Dept. of Public Welfare
Bureau of Child Day Care
Office of Children, Youth & Families
Complex 3, 4th Floor
P.O. Box 2675
Harrisburg, PA 17105
PHONE: (717) 787-8691
FAX: (717) 787-7753

Number of Homes
-4,431 family child care homes.
-584 group child care homes.
-Licensor-provider ratio: GCCH = 1:81, FCCH = 1:633.

Provider Regulations
-Family Child Care Homes:
-Registration required when caring for 4-6 unrelated children, no more than 2 of whom may be infants and no more than 5 may be a combination of infants and toddlers.
-Providers caring for 1-3 unrelated children are exempt from regulation.
-Certificates of registration valid for 2 years.
-Social security number of provider is requested on the Application for Registration Certificate.
-Provisional licenses are not issued under any circumstances; a family child care home provider self-certifies compliance with law and if an application for certification is incomplete or unsatisfactory, DPW can deny a certificate; law provides for revoking and refusing to renew a certificate.
-Applicant/operator must reside in the home used for care.
-Liability insurance not required.
-Space requirements: None inside or out.

-Group Child Care Homes:
-Licensing required; no fee for application; valid for no more than 12 months.
-Staff-child ratio varies according to ages and number of children present. No more than 12 children unrelated to the operator may simultaneously receive care, unless the provider cares for older school age children in which case 15 children are permitted.
-Space requirement: 40 sq. ft. per child indoor space. The allowable number of children in a space is determined by dividing the total square feet in a space by 40.
-Provider not required to reside in the home used for care; GCCH may be located in any premises that has a fire safety approval.
-Liability insurance required.

Unannounced Inspection Procedure
-Random inspection of 7-10% of FCCH conducted annually.
-GCCH are inspected at least once every 12 months.
-When a complaint has been filed, regional licensing representatives investigate regulatory complaints through either an unannounced or announced facility visit.

Tracking of Registration/License Denials and Revocations
-Denials, nonrenewals and revocations are tracked on an on-going basis.

Complaint Procedure
-To file a complaint, contact the regional day care office in writing or verbally.
-The provider is required to develop and implement an acceptable plan of correction for regulatory violations. The Department has the statutory base to initiate negative sanctions that include downgrading the licensing status in GCCH, and denying, revoking and not renewing a license or registration certificate in a GCCH or FCCH.

Provider Qualifications
-Providers must be at least 18 years old.
-FCCH must have medical exam every 2 years, or more frequently if Dept. of Public Welfare identifies health problem; GCCH provider initial health assessment and every year thereafter.
-There is no regulation requirement in the staff health appraisal to include a review of immunization status or assessment of need for vaccines. The examining physician is requested to provide information on medical problems which might threaten the health or safety of children or prohibit a staff person from providing adequate care to children.
-TB screening and/or chest x-ray required.
-No references required for FCCH; 2 required for GCCH.
-Child Abuse Registry clearances and state police clearances required.
-FBI background check is required for potential child care providers residing out of state.
-All FCCH and GCCH primary staff must meet education and training or experience requirements.

Provider Training and Orientation
-12 hours every two years required for FCCH.
-6 hours annual training for GCCH providers.
-Acceptable training topics include: child and staff health, child development, early childhood education and special education, supervision, discipline and guidance of children, nutrition for children, child care program development, and child care staff person or volunteer professional development.
-Training may also be required as follows:
  -Competence in completion of training by a professional in the field of first aid; shall be renewed on or before expiration of certification or every 3 years, as applicable.
  -Competence in the completion of lifeguard training, including first aid training and CPR for child and infant.
  -Competence in the completion of basic instruction in water safety from a certified lifeguard.

Discipline Policy
-No form of physical punishment, including spanking, may be used; disciplinary methods shall not humiliate, shame, or frighten a child.

Emergency Medical Consent Policy
-Consent is required; but it does not have to be notarized.

Immunization Policy for Children
-Children must be immunized according to recommendations of the American Academy of Pediatrics; must also be in compliance with regulations of PA Department of Health regarding measles immunizations; dismissal policies must be implemented for non compliance with Department of Health measles immunizations requirement.

National Life Safety Fire Code Policy
-PA Dept. of Labor & Industry has adopted NLSFCP.
-DPW regulations require fire safety approval in all child care homes.

Nutrition Policy
-PA Department of Education is state sponsor for USDA CACFP.
-DPW supports the nutritional guidelines of the child care feeding program.

Smoking Policy
-Cigarettes, pipes or cigars may not be smoked in a child care space, a play space or a food preparation area when children are in care or when food is being prepared.
-Parents must be informed of the smoking policy in the facility.

Before and After School Programs
-The regulations for GCCH provide specific requirements for school age programs. FCCH regulations do not speak to school age.
-No regulations regarding overlap time; child/staff ratios must be maintained at all times.

Infant Care Programs
-Special regulations for infants are addressed within regulatory chapters; the regulations specific to infants include staff/child ratios, maximum group size, infant stimulation, meals for infants, play area and play surfaces.

Programs for Children with Disabilities
-Care of children with disabilities is regulated by a separate chapter of regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-State does not have sick child care regulations; providers who offer sick child care comply with the appropriate regulatory chapters (GCCH and FCCH).

Zoning Regulations
-Local, township, and borough ordinances not addressed in current regulations.
-Department of Public Welfare advises providers to research local ordinances.

Available Resources
-Child care resource and referral, family child care association, scholarship and training funds, and USDA food program.

Local Contact
-Each regional Department of Public Welfare, Office of Children, Youth and Families has a toll-free phone number from anywhere in PA.
-Western Region: 800-222-2149
-Central Region: 800-222-2117
-Northeast Region: 800-222-2108
-Southeast Region: 800-346-2929

Pending/New Legislation
-A bill to introduce requirements for one unannounced annual inspection in group homes (and centers) is pending.

RHODE ISLAND (RI)

Information
Supplied By: JoAnne K. Flodin
Division of Children, Youth & Families
Division of Community Services
Day Care Licensing
610 Mount Pleasant Avenue
Providence, RI 02908
PHONE: (401) 277-4741
FAX: (401) 457-5388

Number of Homes
-627 family child care homes.
-6 group child care homes.
-Licensor-provider ratio: 4:650 (includes centers); probably 8 licensors would be able to give optimum supervision.

Provider Regulations
-Providers certified; no fee; certification renewable every 2 years; undergo screenings, fire and health inspections and home visits for renewals.
-Providers may care for up to 6 children. If care is provided to child under 18 months of age, care for no more than 4 children under 6 years, no more than 2 of which can be under the age of 18 months.
-Providers may have up to 8 children if there is an approved assistant present; no more than 4 may be under 18 months old. RI considers these homes another category of FCCH, not a GCCH.
-Social security number of provider is not required.
-A provisional certification of license may be issued if a provider is temporarily out of compliance with a regulation, a plan for correction is filed and approved if the health and safety of the children in care are not in danger.
-Parents must have unlimited access to FCCH.
-Providers must reside in the home used for care.
-Providers must have two substitute caregivers to call in case of emergency (these people do not have to be certified, but they are screened).
-Space requirements: 35 sq. ft. per child indoors.
-**Group Child Care Homes:**
-Licensing is required and must be renewed annually.
-Up to 12 children may be cared for in a GCCH.
-Space requirements: 35 sq. ft. per child indoors; 75 sq. ft. per child outdoors.

Unannounced Inspection Procedure
-Homes are inspected before certification and at renewal.
-Complaint allegation is assigned to a worker who makes an unannounced visit to investigate.

Tracking of Certificate/License Denials and Revocations
-Denials and revocations are not tracked.

Complaint Procedure
-To file complaint, phone or write the day care licensing unit.
-Depending on the nature of the violation, provider might be given time period for correction or certification might be revoked or put on probationary status.

Provider Qualifications
-Provider must be at least 18 years old for FCCH; 21 years old for GCCH.
-Physical exams required at certification and at renewal.
-TB is required for group day care home providers and assistants.
-No other adult immunizations are addressed.
-No information about number of references required.
-Statewide criminal check made on all adults in provider's home.
-Fingerprinting for nationwide FBI check required for provider and assistants; no cost.

Provider Training and Orientation
-Provider must have training and/or experience in caring for children under 6 years of age. 10 hours of training required every 2 years; training must be relevant to the care of young children and may include workshops, conferences, seminars; documentation required.
-In homes with 8 children, provider and assistant must have this training.
-Training required for GCCH; 8 hours of training (as above) required every year for provider and assistant(s).

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form is required; but it does not have to be notarized.

Immunization Policy for Children
-Children are required to be immunized or in the process of being immunized according to the schedule at initial enrollment; provider is not required to do follow up.

National Life Safety Fire Code Policy
-Code has been adopted for GCCH; compliance with code is required for licensing.

Nutrition Policy
-RI Department of Education is state sponsor for USDA CACFP.
-Must insure that children receive nutritious meals and snacks.

Smoking Policy
-Smoking allowed; risk factors to children from second-hand smoke not addressed.

Before and After School Programs
-No separate special regulations; no policy on overlap time; child/staff ratios must be maintained at all times.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Sick child care is allowed. General regulations address the care of sick children.

Zoning Regulations
-Family child care homes allowed to operate in residential areas by law.

Available Resources
-CACFP, Family Day Care Home Association, Statewide Referral Service, RI Child Care Training System, other training and conferences information.

Local Contact
-Division of Community Services, Dept. of Children, Youth, and Families.

Pending/New Legislation
-None.

SOUTH CAROLINA (SC)

Information
Supplied By: Annette Hairston Boette/Barbara Yandle
Day Care Consultants
Office of Program Policy and Oversight
Department of Social Services
Post Office Box 1520
Columbia, SC 29202
PHONE: (803) 734-5740
FAX: (803) 734-6220

Number of Homes

-43 licensed family child care homes.
-2,043 registered family child care homes.
-358 group child care homes.
-Licensor-provider ratio: no requirements.

Provider Regulations

Family Child Care Homes:

-Homes have option of being licensed or registered; if licensed, suggested standards become mandated; only those homes electing to participate in a federal program can be licensed.
-Providers may have maximum of 6 children including family members under age 12 at any one time.
-Registered on a yearly basis; application is submitted each year for renewal. Licensure on a two year basis if regular.
-Social security number of provider is required on the SLED Check form and on the application for original or renewal; new law requires FBI fingerprint check by July 1, 1996.
-Provisional licenses are issued for a maximum of one year until all regulatory requirements are met.
-References, consumer parent statements, central registry permission forms, and SLED report required for original registration; consumer parent statements plus application for renewal.
-Registered FCCH not inspected unless a complaint is received; licensed homes are inspected prior to licensing and twice a year following.
-Providers are required to reside in the home in which care is provided.
-Space requirements: no requirement for registered FCCH; licensed FCCH - 35 sq. ft. inside and 75 sq. ft. outside per child.

-Group Child Care Homes:

-Composed of 7-12 children including family members under 12; if there are 9 or more children present, or 4 are under the age of 2, an additional caregiver must be present.
-Provider/child ratios: infants (up to 2 years - 1:7; 2 year olds - 1:11; 3 year olds - 1:14; 4 year olds - 1:19; 5 year olds - 1:23, and 6-12 year olds - 1:25.
-Providers are not required to reside in the home in which care is provided.

Unannounced Inspection Procedure
-GCCH are inspected prior to licensing and twice a year following.
-Written and signed complaints investigated by an unannounced visit and follow-up monitoring.

Tracking of Registration/License Denials and Revocations
-No tracking system; special filing system for withdrawals.

Complaint Procedure
-To file a complaint, phone or write Department of Social Services.
-Consequence for violations include continued monitoring and possible closure.

Provider Qualifications
-Registered providers have no requirements; suggested standards are mandated for licensed providers.
-GCCH providers must be at least 21 years old; caregivers must be 18 years of age but 14 year olds and above can be permitted as caregivers if properly supervised.
-Providers must complete medical statements when submitting applications; physical exam required only if medical problem is apparent for licensed GCCH providers/FCCH providers.
-No other adult immunizations required.
-Three written references from persons unrelated to provider required (GCCH) and (FCCH).
-GCCH providers must have high school diploma/GED/Child Development Associate Credential with at least one year's experience in a licensed/approved child child care facility as a caregiver.
-Criminal history checks are required for all licensed facilities.

Provider Training and Orientation
-Only for licensed providers.
-Require CPR and basic first aid.
-No other training or orientation required.

Discipline Policy
-Corporal punishment permitted in licensed homes with written parental consent.

Emergency Medical Consent Policy
-Form is required for licensed homes, but it does not have to be notarized.

Immunization Policy for Children
-Children in registered FCCH do not have to be immunized; children in licensed homes do have to be and provider is responsible for seeing that records are current.
-Now monitored by DHEC.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-No nutritional regulations.
-Sponsors USDA CACFP.

Smoking Policy
-No regulations pertaining to this.

Before and After School Programs
-If operated less than 4 hours a day, this home would not come under the law.
-No overlap is allowed.

Infant Care Programs
-No separate special regulations.
-Licensed homes must meet fire regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Regulations for GCCH same as day care centers.
-Regulations for licensed FCCH.

Zoning Regulations
-FCCH and GCCH must comply with local zoning regulations although zoning is not addressed in statutory or regulatory requirements.

Available Resources
-CACFP and ABC voucher.

Local Contact
-Area Day Care Licensing and Regulatory Office.

Pending/New Legislation
-New regulations for GCCH to become effective November 1995.

SOUTH DAKOTA (SD)

Information
Supplied By: Lisa Jordre, Program Specialist
Department of Social Services
Child Care Services
Kneip Building
700 Governors Drive
Pierre, SD 57501-2291
PHONE: (605) 773-4766
FAX: (605) 773-6834

Number of Homes

-1,091 family child care homes.
-57 group child care homes.
-Licensor-provider ratio: 1:11.6 average for Licensed Group Child Care Homes, 1:170 average for Registered Family Child Care Homes; workloads are uneven, and an assessment project will be implemented to determine optimum distribution and supervision work.

Provider Regulations

-Registration required for providers receiving public funds.
-Maximum number of children allowed: 12 with no more than 4 children under the age of 2 years and no more than 2 of those 4 can be under the age of 1, unless assisted by registered helper.
-Provider's children under six years of age must be counted.
-Registration renewal occurs every 2 years.
-Social security number of provider is not required on application form, but is requested on the permission for Central Registry form required for registration or licensure.
-FCCH providers must reside in the home in which care is provided.
-Provisional licenses available on a variable basis.
-Space requirements: GCCH - 35 sq. ft. per child indoors, 50 sq. ft. per child outdoors.
-**Group Child Care Homes:**
 -Licensure required of all providers.
 -May have 13-20 children.
 -Staff/ratios: 1:5 ages birth to 3 years; 1:10 ages 3 years up to 6 years; 1:15 ages 6 years or older
 -Mixed age ratio: must meet the requirements of the age grouping that comprises the majority of the groups except when children under 3 years of age are present. When 3 or more children under the age of 3 years are present in a mixed age group, the staff/child ratio for children under 3 years of age must be maintained.
 -Provider's children under age 6 must be counted.
 -License is effective for 1 year.
 -Health Department inspects before initial license and annually thereafter for fire, life safety and health compliance.
 -GCCH Providers not required to reside in facility in which care is provided.

Unannounced Inspection Procedure
-FCCH are visited prior to the issuance of the initial registration certificate. Inspections occur at least one time every 2 years after initial registration.
-GCCH: on-site licensing visits occur before initial license and annually thereafter.
-Majority visits are unannounced, but some are announced.

Tracking of Registration/License Denials and Revocations
-No tracking system.

Complaint Procedure
-To file a complaint, contact local DSS office of Child Care Services.
-In the event of a complaint, an investigation is completed and corrective action plan developed or registration is revoked if indicated; unannounced visits are made if complaint issues warrant.
-Consequences for violation include issuance of corrective action plan; if the children are in eminent danger, may be immediate suspension or revocation; may issue provisional registration or revoke registration.

Provider Qualifications
-Provider must be at least 18 years old for FCCH.
-Provider must be at least 21 years of age for GCCH, except that an individual who is at least 18 and has a child development technician diploma or a child development associate certificate may qualify for GCCH.
-Provider must be TB tested and have physical exam before beginning operation; household members must have TB tests, and children under 18 living in the home must be currently immunized.
-No information about other requirements for adult immunizations.
-3 positive references.
-Applicants and all adult household members screened against the State's Central Registry of Child Abuse/Neglect before registration.

Provider Training and Orientation
-Orientation required for GCCH within one month of being hired and must include information on the home's functions and services, available community resources, job duties of each staff member, emergency methods and emergency escape routes.
-6 hours of training every year before renewal for FCCH in at least two of the following areas: health and safety, planning learning activities, child growth and development, guidance and discipline techniques, detecting and reporting child abuse and neglect, communication and relations with families, food handling techniques, prevention of communicable diseases, procedures in the event of fires or natural disaster, and meal planning and nutrition.
-First aid and CPR training must occur during the first year of registration or licensure and certification must remain valid.
-10 hours of training annually for license renewal for GCCH in categories listed above for FCCH.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Children must be immunized; provider is responsible for seeing that immunization record is current.

National Life Safety Fire Code Policy
-Office of Fire Marshall implemented GCCH which incorporate Uniform Building Code.

Nutrition Policy
-SD Department of Education is state sponsor for USDA CACFP.
-If a child is in family child care during the home's regular meal time, the child must be offered a meal which consists of a variety of foods from the five food groups of the Food Guide Pyramid and which supplies at least one-third of the child's daily nutritional needs. Nutritious midmorning, mid-afternoon, and evening snacks must be served between meals as long as there are at least two hours between each meal and snack. Breakfast may be substituted for the mid-morning snack. Infants must be fed according to their individual schedule and must be held while bottle feeding.

Smoking Policy
-Registered FCCH are forbidden to smoke; smoking is now a law enforcement issue.
-In GCCH smoking is prohibited inside the building where children are present; smoking area must have source of natural or mechanical ventilation.

Before and After School Programs
-FCCH may have no more than 2 additional school age children; and GCCH may have no more than 3 addition school age children as defined in the following situations by South Dakota statute:
  -facility may care for the above listed number of children, if the children are of school age, beyond the grade of kindergarten, receive services only before and after school hours, and have younger siblings for which the facility regularly provides care, or if the additional children are at the facility because of family emergency or special circumstance.
  -any additional children in care pursuant to statute shall be counted in maintaining staff-to-child ratios as prescribed by the DSS.
-No separate special regulations for before and after school child care.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Sick child is to be isolated and parents notified. All parents and Health Dept. must be notified if child contracts contagious disease.
-No separate special regulations.

Zoning Regulations
-Must comply with local ordinances.

Available Resources
-No information provided.

Local Contact
-State Department of Social Services.

Pending/New Legislation
-None.

TENNESSEE (TN)

Information
Supplied By: Carolyn Deal, Manager
Day Care Licensing Unit
Department of Human Services
Citizens Plaza
400 Deaderick
Nashville, TN 37248-9800
PHONE: (615) 313-4778
FAX: (615) 532-9956

Number of Homes

-1,019 licensed family child care homes.
-613 licensed large family child care homes.
-810 registered family child care homes.
-Licensor-provider ratio: for FCCH (5-7 children) - 1:16; two licensed categories of homes - 1:26 homes.

Provider Regulations

-Licensing required for homes caring for FCCH and LCCH; fee for FCCH is $5 annually and for LCCH, $10 annually, money goes to state general fund.
-Licenses renewed annually.
-Social security number of provider is required.
-Provisional ("conditional") licenses used for start-up, based on passing fire and health inspections, and caregiver's qualifications and references. Good for 90 days.
-Registration Certificate granted to caregivers who meet all registration rules; good for 3 years.
-Demonstration Projects: have been conducting a voluntary FCCH registration project (with Dependent Care Grant and later CCDBG) since October 1990 in all areas of the state.
-In FCCH the total number of children, including "unrelated" children under 9 years of age) shall not exceed 12; with one caregiver the total number of children shall not exceed 7, including "related" children under 9 years of age and the number of children under 2 years of age shall not exceed 4. FCCH with more than 7 children, including the primary caregivers "related" children under age 9 and no more than 4 under age 2 requires requires 2 caregivers. FCCH with more than 7 children, including "related" children under age 9 and more than 4 under age 2 requires 3 caregivers.
-FCCH must reside in the home in which care is being provided.
-Liability insurance required only for transportation.
-**Large Family Child Care Homes:**
-The provider/child ratios are as follows:
-1 caregiver required with 12 children with none under 3 years of age or 13-15 children (at least 4 of school age) with none under 3 years of age.
-2 caregivers required with 12 children, with any under 36 months, but no more than 4 under 24 months, or 13-15 children (at least 4 of school age), with any under 36 months, but no more than 4 under 24 months.

-3 caregivers required with 12 children, with 9 or more under 36 months or 13-15 children (at least 4 of school age) with 9 or more under 36 months.
-Before 8 or more children are enrolled, the facility shall be approved by a fire safety inspector and by an environmentalist.
-*If any child's physical or mental condition requires special care, if* children under 9 years of age living in the home increases the group size, or when a field trip is taken off premises, the number of caregivers required shall be increased by one.
-Space requirements: 30 sq. ft. indoors for LCCH; local ordinances sometimes specify space outdoors.
-Providers not required to reside in the facility in which care is provided.

Unannounced Inspection Procedure
-Homes inspected prior to licensure and subsequent visits occur once a year (one of visits is unannounced); homes with violations inspected quarterly or as needed.
-Agencies in full compliance at least 2 years may be re-evaluated every other year, or if accredited, every 3 years. Agency must maintain compliance and receive no valid complaint reports and (because the law requires it) will receive one inspection visit and an annual license.

Tracking of Registration/License Denials and Revocations
-Both denials and revocations have been tracked since 1971.

Complaint Procedure
-To file a complaint, call DHS and report to licensing staff.
-When a complaint has been filed, may hold until next site visit; will talk to director/owner, may interview collaterals to verify; visit may/may not be unannounced.
-Consequences: 1. Agency is "put on notice" and must submit plan for corrective action; 2. denial/revocation/suspension; 3. if upheld, must close for 60 days, 6 or 12 months based on number of times.

Provider Qualifications
-Provider must be 18 years old.
-Physical exam, including TB test, required prior to licensing and follow-up exam every 3 years.
-No other immunizations required of adults.
-Three written references required.
-No criminal records check or fingerprinting required.
-LCCH primary caregiver must have a high school diploma or equivalent.

Provider Training and Orientation
-FCCH required to have 4 clock hours in-service training annually.
-LCCH (primary caregivers only) required to have 8 hours training in child care annually.
-Preservice "orientation" (provided by DHS) required to obtain license.

Discipline Policy
-Spanking is prohibited.

Emergency Medical Consent Policy
-Form is required, but does not have to be notarized.

Immunization Policy for Children
-Children are required to be immunized; provider must keep immunization records current.

National Life Safety Fire Code Policy
-Adopted.

Nutrition Policy
-DHS is state sponsor for USDA CACFP.

Smoking Policy
-Smoking is allowed; however, parents must be informed.
-Advisory Committee reasoned that "no smoking" rule could not be enforced; risk factors to children from second-hand smoke not addressed.

Before and After School Programs
-No separate special regulations.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-State is in compliance with Sec. 504 of Rehabilitation Act of 1973.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Incorporated with other licensure, standards are pending.

Zoning Regulations
-Child care homes must comply with local ordinances, but not enforced by licensing staff.

Available Resources
-Preservice and inservice training and technical assistance.

Local Contact
-Dept of Human Services.

Pending/New Legislation
-None.

TEXAS (TX)

Information
Supplied By: T. Douglas Sanders
Department of Protective and
Regulatory Services
P.O. Box 149030. M.C. E-550
Austin, TX 78714-9030
PHONE: (512) 450-3253
FAX: (512) 450-3848

Number of Homes
-12,981 family child care homes.
-1,389 group child care homes.
-Licensor-provider ratio: 1:84 (with family child care homes on a 30% annual inspection); 1:50 would be more optimal with 100% monitoring of family child care.

Provider Regulations
-Registration of FCCH caring for 4-6 children; annual fee of $35; all monies go to the General Revenue Fund for the state; registration in effect until revoked or home voluntarily ceases providing care.
-Providers caring for 3 or fewer child care children are exempt from regulation.
-Social security number of provider is required.
-Provisional licenses are not issued, but probation applies to registered and licensed facilities for providers who are not in compliance consistently; probation usually lasts for 6 months, but time may vary.
-Registered homes may care for 6 preschool children and an additional 6 elementary school age children, under 14 years of age, for a total of no more than 12 children including the caregiver's own children.
-Registered provider may care for up to 4 infants (defined as 18 months or younger); capacity for older children varies depending upon the ages of children and the number of infants.
-"Parents Guide to Registered Family Homes" must be given to parents.
-FCCH providers must reside in the home in which care is provided.
-Space Requirements: none.
-Liability insurance not required.
-**Group Child Care Homes:**
-Licensing required; annual fee of $47, all money goes to General Revenue Fund.
-Providers can care for up to 12 children under 14 years of age.
-With one provider, from 0-4 infants can be cared for with adjustments in the number of toddlers and school age children.
-With two providers, from 0-10 infants can be cared for with adjustments in the number of toddlers.
-Space Requirements: at least 30 sq. ft. indoor activity space for each child.
-Providers not required to reside in the facility in which care is provided.

Unannounced Inspection Procedure
-All homes inspected prior to registration; 30% sample per year thereafter.
-Unannounced inspections at least once per year for GCCH.

Tracking of Registration/License Denials and Revocations
-Both denials and revocations are tracked; records retained for 10 years; data for 15 years.

Complaint Procedure
-To file a complaint, contact any licensing office.
-When a complaint has been made, visit usually is made and usually unannounced.
-Consequences range from call for correction to revocation.

Provider Qualifications
-Registered and licensed providers must be at least 21 years old.
-TB test required prior to registration for caregiver and all persons in the home over 14 years of age.
-No other adult immunizations required.
-No information about number of references required.
-Criminal record check and a child abuse registry check done prior to registration or licensing; no fee.

Provider Training and Orientation
-FCCH must have 6 hours orientation prior to registration; 20 clock hours per year for all registrants; GCCH must have 20 clock hours of training per year.
-Training areas include child development, discipline and guidance, nutrition, age and developmentally appropriate activities, sanitation, health, safety, business management, risk reduction/risk management, communication with peers and other professionals, parent involvement, and utilizing community resources.
-Providers must have current certificates of First Aid and CPR for infants and children.

Discipline Policy
-Corporal punishment prohibited for children under age 5 years; may be used on a child over age 5 years with parental consent. No instrument may be used in delivering punishment.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Children must be immunized; provider is responsible for complying with the requirement and therefore must pressure the parent to stay current.

National Life Safety Fire Code Policy
-Registered homes are not required to obtain fire inspection from local or state fire inspector.
-Licensed homes must obtain fire inspection from local or state fire inspector.

Nutrition Policy
-TX Department of Human Services is state sponsor for USDA CACFP.
-Standards require nutritious meals and snacks.

Smoking Policy
-Smoking is not allowed.

Before and After School Programs
-No separate special regulations.
-No policy regarding overlap; child/staff ratios must always be maintained.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Providers must notify parents if child becomes ill while in care and obtain emergency treatment when applicable.
-GCCH homes which are licensed are currently prohibited from caring for sick children unless approved in writing by health personnel. Registered standards do not prohibit care for sick children.
-State considers waivers/variances from licensed providers on prohibition for caring for sick children, and licensed provider usually receives waiver of the standard.

Zoning Regulations
-Local ordinance may limit the number of children in care.

Available Resources
-Standard orientation and associations may be in or near the community.

Local Contact
-TX Department of Protective and Regulatory Services.

Pending/New Legislation
-None.

UTAH (UT)

Information
Supplied By: Ilene Olson
Department of Human Services
Office of Licensing
120 North 200 West, #317
Salt Lake City, UT 84103
PHONE: (801) 538-4242
FAX: (801) 538-4016

Number of Homes

-2,475 family child care homes.
-215 group child care homes.
-Licensor-provider ratio: Ranges from lowest caseload of 1:80 to 1:206; average is 1:160; optimum ratio would be 1:100.

Provider Regulations

-Licensing required when caring for 4-6 children; $25 fee plus additional $1.50/child cared for must be paid; money is placed in general fund of the Department of Human Services; exempt from regulation if caring for 1-3 children; includes provider's own children age 6 and not having completed kindergarten.
-Licenses renewed annually; fees paid annually with renewal.
-Substitutes are not required to be licensed.
-Social security number of provider is required.
-Provisional licenses are not issued under any circumstances; provisional is not a word UT uses; a license can be placed on a "conditional" status.
-Provider/child ratio:
a) infant only - 1 caregiver to 3 infants;
b) regular license - 1 caregiver to 2 infants plus 4 children ages two and older.
c) school-age option - if all children are 2 and older, then 6 children plus 2 school-age children may be cared for. If one child is under age 2, then 6 children plus 1 school age child may be cared for.
-In all situations the caregivers own children under age 6 and those who have not completed kindergarten count in the licensed number.
-Regulations do not specifically say provider must reside in the home in which care is provided; just must be care within a family residence.
-Space requirements: FCCH are required to have 35 usable sq. ft. of space per child, free for child activities and 40 sq. ft. of usable outdoor play area per child is required. The caregiver may use other easily accessible outdoor areas if conveniently located.
-**Group Child Care Homes:**
-7-12 children may be cared for including provider's own children under age 6 and not having completed kindergarten.
-Provider/child ratio is 1:6 and provider/infant ratio is 1:2.

Unannounced Inspection Procedure
-Homes inspected prior to licensing; department attempts to inspect homes once a year thereafter.
-When a complaint has been filed, an unannounced visit is made.

Tracking of Registration/License Denials and Revocations
-Both denials and revocations are tracked; no specific time.

Complaint Procedure
-To file a complaint, call licensor at the local DHS office.
-Parents are encouraged to call in complaints.
-Consequences: a Monitoring Review Form #810 is completed with a plan of corrective action if necessary. We can condition a license; suspension or revocation are long term penalties.

Provider Qualifications
-Provider must be 18 years old.
-Physical exams required upon entry of employment.
-TB is required, but other immunizations are encouraged.
-No requirement for other adult members in household to be immunized.
-Two written references required.
-Child abuse registry check required of potential providers, and at renewal.
-Bureau of Criminal Identification checks required on new provider licensing applicants and at renewal times. If the check shows any criminal activity, then fingerprints are required to be done.
-Child Abuse and BCI checks completed annually on all substitutes and household members 18 years and older.

Provider Training and Orientation
-2 hours training required for FCCH or GCCH providers before initial licensing.
-State required to offer 12 hours of training to each potential provider.
-Each provider required to attain 12 hours of approved training annually.
-Training may include child growth and development for infants, toddlers, preschoolers and school age children, discipline, parent and provider communication, professionalism, health and safety practices and infection control, child care programming and activities, nutrition and eating habits, and care and education of children with special needs.
-CPR/First Aid course required within first year of licensing; must be current.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Children are required to be immunized; record of the child's immunizations shall be on file, updated as soon as possible or within 60 days.

National Life Safety Fire Code Policy
-Has not been adopted for family day care homes through the State Office of Licensing. Some local community fire departments are using the Life Safety Code as they check homes.

Nutrition Policy
-UT Office of Education is state sponsor for USDA CACFP.
-Providers must meet USDA nutrition requirements.

Smoking Policy
-Smoking is not allowed when day care children are present.

Before and After School Programs
-Standards allow for school age overlap if there is enough space. If there are no children under age 2 in care, two additional school age children may be there. If one child under age 2 is in care, only one extra schoolager can be in attendance.

Infant Care Programs
-No separate special regulations.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No sick child care facilities in the state that are regulated by the State. However, several hospitals provide sick child care to anyone in the community on a 24 hour basis as long as there are nurses and beds available for the care of the children.
-Standards state that if a child shows signs of illness after arrival, the provider shall contact the parent immediately, and it is the parents responsibility to pick up their child and provide continued care.

Zoning Regulations
-Child care homes must comply with local ordinances.

Available Resources
-A list of CACFP sponsors, provider associations, where to obtain tax information and resource and referral agencies.

Local Contact
-Licensing is initiated and completed at the local regional office. The local regional offices are under the umbrella of the Department of Human Services.

Pending/New Legislation
-None.

VIRGINIA (VA)

Information
Supplied By: Alfreda Redd
Division of Licensing Programs
Department of Social Services
730 E. Broad Street
Richmond, VA 23219
PHONE: (804) 692-1772
FAX: (804) 692-2370

Number of Homes

-1,377 voluntarily registered family child care homes.
-742 licensed large family child care homes.
-291 family child care homes approved through 4 licensed systems.
-2,300 city/county regulated (providers/parents receive federal assistance).
-Licensor-provider ratio: 1:100 as an optimum ratio for supervision of homes; this ratio is impacted by revised licensing standards and extended licensure (2-3 year licenses).

Provider Regulations

-In Virginia FCCH and LCCH are called "Family day homes" which means a child day program offered in the residence of the provider or the home of any of the children in care for 1 through 12 children under the age of 13, exclusive of the provider's own children and any children who reside in the home, when at least one child receives care for compensation.
-Voluntary Registration:
 -Until July 1, 1996 FCCH caring for fewer than 9 children.
 -Certificate of registration renewed every 2 years; $50 fee.
 -Social security of provider required for voluntary registration.
 -This program is targeted to the family child care homes which are not required to be state licensed; program is not available where city/county government regulates family child care homes.
 -Provider ratio - the adult to child ratios for voluntary registration are the same as those for licensed homes.
 -Space requirements: none.
 -Must meet health and safety checklist requirements. This is confirmed by a home visit conducted by the contracting agency.
-Licensing [large or group day homes]:
 -Until July 1, 1996, LCCH serving 9 through 12 children exclusive of the provider's own children and any children who reside in the home, shall be licensed. (See Pending/New Legislation.)
 -Provisional licenses are issued for up to 6 months; these are issued when licensees are unable to comply with the standards.
 -Licenses renewed annually; $14 licensing fee, every two years - $28, or every three years - $42 licensing fee.
 -In determining the need for an assistant, the following fixed adult to child ratios shall be maintained for children receiving care (this includes the

provider's own and resident children under 8 years of age):
a)1:4 children from birth through 15 months of age;
b)1:5 children from 16 months through 23 months of age;
c)1:8 children from 2 through 4 years of age;
d)1:16 children from 5 years through 9 years of age; children 10 years of age and older shall not count in determining the adult-child ratio.

-In mixed age groups, the provider shall apply the following point system in determining the need for an assistant. Each caregiver shall not exceed 16 points. The provider's own and resident children under 8 years count in the point maximums:
a)children from birth through 15 months: 4 points each;
b)children from 16 months through 23 months: 3 points each;
c)children from 2 years through 4 years of age: 2 points each;
d)children from 5 years through 9 years of age: 1 point each;
e)children 10 years of age and older:0 points.
Exception: - point maximums for mixed age groups or fixed adult to child ratios may be exceeded in one age group by no more than 1 child for up to 1 month from the date of the child's enrollment during transitional periods when there is turnover in children receiving care and when the ages of a child leaving and a child entering care do not match.
-Family day homes shall comply with any limitations which may be placed by the Uniform Statewide Building Code on the number of children for whom care may be offered.
-Parents must provide a signed authorization to use a substitute provider as necessary.
-Providers must reside in the home in which care is provided.
-Liability insurance is not required.
-An operable fire extinguisher shall be near the kitchen; smoke detectors are required on every floor of the home; monthly testing required; written, posted and practiced emergency escape plan required.
-Space requirement: each child shall have an adequate amount of space to allow free movement and active play indoors and outdoors.
-<u>Other Regulating Entities</u>:
-City/County Registered or Certified: some cities or counties have ordinances that govern child care facilities -- most mandatory, one volunteer.
-System Approved: The State licenses family child care systems to approve homes which are part of those systems.

<u>Unannounced Inspection Procedure</u>
-LCCH are inspected prior to issuance of license and twice a year thereafter; one of these visits is unannounced.
-Due to limited resources, the Department is not able to monitor homes daily; rely on education and training and the integrity of the providers to maintain compliance.
-A 10% random sample of homes that are not participating in the USDA CACFP are monitored every two years by voluntary registration contracting agencies.
-In addition, a 25% random sample of all registered homes are monitored by the Virginia Department of Social Services.
-If a complaint is received, an investigation is conducted; the nature of the complaint determines whether a home visit is conducted.

Tracking of Registration/License Denials or Revocations
-Both denials and revocations are tracked.

Complaint Procedure
-Complaints may be made by calling the regional licensing offices or the Licensing Information Line (1-800-KIDS-LIL); the Department is mandated to investigate all complaints on licensed homes.
-Consequences for violations may include corrective action, sanctions, revocation of license, or injunction.

Provider Qualifications
-Family Child Care Providers
 -Must be at least 18 years old.
 -An assistant must be at least 14 years old and helps the provider; assistant under 18 years cannot be left alone with the children.
 -All must be able to understand and carry out the responsibilities of the requirements.
 -Caregivers (the provider, substitute provider or assistants) must be able to speak, read, and write in English as necessary to meet the requirements of the regulations.
 -Providers shall be able to provide activities and experiences daily that reflect the cultural and ethnic diversity of enrolled children and enhance the total development of children; show a clear understanding of the varying capabilities, interests, needs and problems of children in care; prove the ability to relate to children with courtesy, respect, patience, and affection, and understand and respect the families of the children in care.
 -Providers must also be able to understand instructions on prescription and nonprescription medicines, handle emergencies with dependability and sound judgement, and communicate effectively with emergency personnel.
 -TB skin tests required for provider and any assistants and substitutes, and for any adults (18 years & older) living in the home who will be in contact with the children or handle food served to children within 90 days of licensure or contact with children; individual must submit a statement signed and dated by physician or local health department stating he/she is free of tuberculosis in a communicable form.
 -If individual has a positive reaction, but physician certified an absence of communicable disease, individual shall obtain check x-rays on an annual basis for the following two years and additional screening is required every two years thereafter.
 -If individual has a negative reaction, additional screening required every two years thereafter.
 -Any individual who comes into contact with a known case of TB or develops chronic respiratory symptoms shall, within 30 days of exposure or development, obtain a TB exam and submit a statement signed and dated by a physician or local health department official stating he/she is free of TB in a communicable form.
 -No other immunizations for adults are required.
 -Medical examinations may be required at the request of the provider or the DSS when there is an indication that the safety of children in care may be in jeopardy by the physical or mental health of the individual; appropriate action may be taken if jeopardy is substantiated.
 -Three references required for licensed providers.

-Criminal records checks are required of providers, assistants, substitutes and any adults living in the home not more than 90 days before the date of the initial application; no person convicted of a crime involving child abuse, child neglect, or any other specified in section 63.1-198.1 of the Code of Virginia shall be a caregiver.
-Child Protective Services Central Registry - All members of the household 14 years and older including relatives, lodgers, caregivers, and employees shall not be listed in the CPS Central Registry and shall have a CPS CR clearance conducted no more than 90 days before date of initial application.
-Substitutes must be 18 years old and meet the same requirements as providers; also must be approved by DSS.
-Voluntarily registered providers must complete/sign Health and Safety Checklist; also requires criminal record checks and CPS CR clearances for caregivers and household members; same as those for licensed homes.
-Local government or state licensed systems may have additional qualifications.

Provider Training and Orientation

-Voluntary registered providers:
-Increases access to training and to information about training through the contract agency or the DSS.
-Licensed providers:
-Shall obtain first aid certification within 6 months of licensure and maintain a current certificate from ARC, AHA, or National Safety Council for First Aid Training Institute; exception provider who is RN or LPN with a current license from Board of Nursing does not have to obtain.
-Training is offered by the Department, from application fees collected. Licensed provider must attend at least 6 hours of training a year; documentation of annual training shall be maintained on file in provider's home.
-In addition to first aid training, training shall be in the following areas: physical, intellectual, social, and emotional child development, behavior management and discipline techniques, health and safety in the family day home environment, art and music activities for children, nutrition, child abuse detection and prevention, or recognition and prevention of the spread of communicable disease.
-Other Regulating Entities:
-As specified by the local government regulating body or state licensed system.

Discipline Policy

-Licensed Homes:
-Children in care shall not be shaken or bounced vigorously at any time; NOT ALLOWED: hitting, spanking, beating, shaking, pinching, or other measures that produce physical pain; forcing, withdrawing or threatening to force or withdraw food, rest or bathroom opportunities; abusive and profane language; any form of public or private humiliation, including threats of physical punishment and any form of emotional abuse, including rejecting, terrorizing, ignoring, or corrupting a child.
-Children shall not be physically restrained except for safety.
-If time-out is used as a means of discipline, it shall be used sparingly and be brief and appropriate to the child's developmental level and circumstances. A child shall not be left alone inside or outside of the home while separated from the group. Time-out shall not exceed one minute for each year of the child's age and shall not be used at all for infants.

-No child shall be confined in a space that the child cannot open such as closets, locked rooms, etc.
-Children cannot be punished for toileting accidents.
-Voluntary Registration restricts the use of physical (corporal) punishment and emotional abuse in the family child care home.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Children are required to have a medical examination and be immunized prior to enrollment or within 30 days after enrollment, as follows:
a)within 60 days prior to enrollment for children 6 months or younger
b)within 90 days prior to enrollment for children 7-18 months
c)within 6 months prior to enrollment for children 19-24 months
d)within 12 months prior to enrollment for children 2-5 years
e)within 24 months for children 6 years old and above
-A child may delay or be exempt from immunizations for religious or medical reasons.

National Life Safety Fire Code
-Not adopted.

Nutrition Policy
-VA does not have a state sponsor for USDA CACFP; supervision is directly from the regional USDA office.
-Nutrition requirements for licensed homes meet USDA guidelines.

Smoking Policy
-Licensed homes - a smoke-free environment must be provided in rooms accessible to children while children are in care.
-Policy is the same on health/safety checklist for voluntary registration.

Before and After School Programs
-No separate special regulations.
-No policy regarding overlap time.

Infant Care Programs
-Infant is defined as a child from birth through 15 months.
-No separate regulations; included in general regulations.

Programs for Children with Disabilities
-No separate regulations; facilities must comply with the guidelines of the Americans with Disabilities Act.
-Staffing for a child with disabilities - the provider and parent of a child with special needs mutually determine a recommendation for the level of staffing necessary to care for the child in care. The provider shall consult with the Community Services Board worker or the local department of social services worker to review the recommendation if subsidized care is provided. The provider reports this recommendation to the licensing specialist on a form provided by the Department. The specialist considers the recommendation and makes a final determination of the level of staffing required to protect

all children in care. The staffing recommendation is reviewed annually by all involved parties.

Sick Child Care Programs

-A child shall be excluded from a provider's home if the child has evidence of an oral body temperature of 101 degrees F or greater, recurrent vomiting or diarrhea, or symptoms of a communicable disease as delineated in the current Communicable Disease Chart.
-Other rules included in general regulations.

Zoning Regulations

-Family day homes with no more than 5 children, excluding any children who reside in the home, are considered residential use of property; localities must permit family child care for up to 5 children in all homes, including townhomes, apartments and trailer homes. Localities can choose to grant zoning approval for providers to care for more than 5 children, but are not required to do so. Five local jurisdictions are exempt from this law: City of Alexandria, Arlington County, Fairfax County, City of Fairfax and City of Falls Church.

Available Resources

-Child care media resource libraries, training sessions, quarterly newsletter, information about food programs, and information about state and local family child care associations.

Local Contact

-The Division of Licensing Programs, Virginia Dept. of Social Services Regional Licensing Offices: Abingdon, Fairfax, Newport News, Richmond, Roanoke, Verona, Virginia Beach, and Warrenton.

Pending/New Legislation

-The proposed amended regulation for licensed family day homes was withdrawn by the State Board of Social Services. Consequently, a concurrent review of all family day home regulations is under way with an expected completion date of July 1, 1996.
-Effective July 1, 1996:
  -Family day homes serving 6-12 children, exclusive of the provider's own children and any children who reside in the home, shall be licensed.
  -Family day homes caring for fewer than 6 children can be voluntarily registered.

VERMONT (VT) **

Information
Supplied By: Coleman Baker, Chief
Children's Day Care Licensing Unit
Division of Licensing and Regulation
103 S. Main Street
Waterbury, VT 05671-2401
PHONE: (802) 241-2158
FAX: (802) 241-2980

Number of Homes
-1,750 (approximate) family child care homes.
-20 group child care homes.
-Licensor-provider ratio: 1:440.

Provider Regulations
-Registration for FCCH providers caring for children from more than 2 families.
-Registration renewed annually by notice from CDCU.
-Social security number of provider required but not given to inquiring parents.
-Registered providers care for maximum of 6 children full-time plus additional 4 school-age children for not more than 4 hours per day on a before and/or after school basis, not including provider's children over two years of age; provider to infant ratio is 1:2 including provider's children under age 2 years old.
-When children are under age 2, a 1:3 ratio is allowed in registration, providing no other preschool children in care. Also allows for 2:6.
-School age children may be in care for a full day when school is closed during school year, or during summer if second adult is on duty before the seventh child arrives, provider's own preschoolers count in summer for 12 option.
-Parents have unlimited visitation of child care home without delay.
-Space requirements: Area must be "sufficient in size to permit children to move about freely" in registered homes.
-Provider must reside in the in home in which care is provided and be the primary caregiver.
-**Group Child Care Homes:**
 -Licensing required, inspected prior to licensure and annually; licenses may be issued for up to 3 years; maximum of 12 children.
 -Provisional licenses are issued and are nonrenewable for less than 12 months; provider must demonstrate a strong likelihood that compliance to all regulations will soon be met.
 -Provider/child ratio is 1:6 in a mixed-age group; provider/infant ratio is 1:2; with all 2 year olds, provider/child ratio is 1:5.
 -Licensed providers care for children in their home or at another site.
 -Opportunity for two parent/provider conferences per year, for one parent/provider conference per year for school age care programs.
 -Space requirement: 35 sq. ft. per child.
 -Liability insurance required.

Unannounced Inspection Procedure
-Inspections during licensing and twice annually thereafter.
-When a complaint has been filed, an unannounced follow-up to all serious concerns reported; telephone and mail follow-up for less serious complaints.

Tracking of Registration/License Denials and Revocations
-Both denials and revocations are tracked forever.

Complaint Procedure
-To file a complaint, call 1-800-540-7942.
-Consequences: If substantiated, the report of non-compliance will be in provider's record and will be reported to inquiring parents.

Provider Qualifications
-Providers must be at least 18 years old, be able to read, and not have a report of abuse substantiated against them or anyone else residing in the home.
-Adult immunizations required: Polio, DPT, MMR, HIB. TB is not required.
-Three written references from non-related persons required for provider.
-Three references gained over telephone for assistants required in licensed facilities.
-No provider nor anyone living in the home can have been convicted of child cruelty or a felony involving a violent act.
-Child abuse registry check and criminal record check required of licensees, staff in licensed facilities, registrants, and persons over 16 years of age residing in home.
-A person responsible for developing and implementing the program in a facility of 12 or fewer children shall have one of the following qualifications:
a) Child Development Associate (CDA), or
b) Associates Degree in Early Childhood, or Human/Child Development (includes Pediatric Nursing), or
c) Two years of successful experience working with groups of children and at least one successfully completed higher education course in early childhood related topics (to be completed within 9 months), or
d) Certified Child Care Professional Early Childhood Education Specialist, or
e) Certified in Child Care from VT Community College or Vo-Tech Program.

Provider Training and Orientation
-6 hours of training per year plus initial orientation required for all registered providers, or
-6 hours of training per year required for licensed program staff; training is required in infant/child CPR within first year of registration, training is encouraged in first aid, and child abuse identification/prevention/reporting; 9 hours of training per year for directors or head teachers in licensed homes.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Children are required to be immunized; provider is responsible for assuring that immunizations are age appropriate and up to date.

National Life Safety Fire Code Policy
-Not adopted for registered home; modified NFPA and BOCA for licensed homes.

Nutrition Policy
-VT Department of Education is state sponsor for USDA CACFP.
-Meals and snacks shall be adequate, nutritious, clean and free from spoilage; emphasis shall be on foods that are unprocessed, low in salt and sugar.

Smoking Policy
-Smoking is allowed in registered homes, but prohibited in the presence of children.
-Smoking is prohibited "on the premises" in licensed homes.

Before and After School Programs
-Registered providers can care for 10 school age if all are school age and at least 4 attend for less than 4 hours.
-No overlap time allowed; appropriate child/staff ratio must be maintained.

Infant Care Programs
-Infants shall be allowed to nap when tired.
-Napping infants must be monitored by in person checks at least every 15 minutes.
-Infants and toddlers shall be protected from the harmful acts of older children.
-Infants and toddlers shall have ample opportunities in a safe area for creeping, rolling, and walking.
-When infant equipment used for supervised play, usage shall not exceed 1/2 hour per 3 hours.
-Spaces between the upright slats in cribs shall not exceed 2 3/8 inches.
-Rocking chair(s) or other comfortable adult-sized seating(s) shall be provided in each of the infant and toddler areas.
-Toys for infants and toddlers shall be large enough to prevent swallowing or choking.
-Special regulations for food preparations for infants.

Programs for Children with Disabilities
-Program modifications and emergency procedures related to enrolled children with disabilities shall be developed and followed.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Not permitted in licensed homes.

Zoning Regulations
-FCCH caring for 6 children or fewer are exempt from zoning laws.
-GCCH must comply with local ordinances.

Available Resources
-Orientation and soon to come - a reference manual.

Local Contact
-State office of the Children's Day Care Unit, Division of Licensing and Regulation, 103 S. Main St., Waterbury, VT 05671-2401 [802-241-2158], or any Resource or Referral organization.

Pending/New Legislation
-None.

** Information not reverified

WASHINGTON (WA)

Information
Supplied By: Pat Dickason, Program Manager
Office of Child Care Policy
Department of Social & Health
Services, OB-41
P.O. Box 46700
Olympia, WA 98504
PHONE: (360) 586-5198
FAX: (360) 586-1040

Number of Homes
-8,627 family child care homes.
-Licensor-provider ratio: 1:211; optimum ratio is 1:150.

Provider Regulations
-Licenses required; fee is $24 annually; licenses renewed at 3 year intervals.
-Social security number of provider is required.
-Provisional licenses are not issued under any circumstances.
-Providers may care for up to 12 children with a qualified assistant; provider with 1 year of experience may care for 10 children alone if none are under 5 years of age.
-Provider with 2 years of experience, an ECE course, and an assistant, may care for a maximum of 4 children under 2 years of age.
-May have up to 12 children including provider's own children.
-Must be 2 providers when there are more than 2 children under age of 2; 7 or more children are in care and any child is under age 2; or, more than 10 children of any age.
-Providers must reside in the home in which care is provided; no waivers are possible.
-Liability insurance required for transportation only.
-Substitute caregiver and backup are required.
-Developmentally appropriate activities and routines are required.
-Space requirements: Adequate space for child play shall be available with indoors and outdoors. There shall be a minimum of 35 sq. ft. per child of indoor play area available.
-No separate classification for large or group child care homes.

Unannounced Inspection Procedure
-Homes inspected prior to licensing and are only revisited in response to a complaint or for licensing renewal.
-Licensors are responsible for inspections of all FCCH.

Tracking of License Denials and Revocations
-Both denials and revocations are tracked on computer system and will be maintained forever.

Complaint Procedure
-To file a complaint, a telephone call is sufficient, either to general intake or to a licensor.
-If child abuse or neglect is alleged, CPS coordinates an investigation and enlists/informs licensing. Other types of complaints require an on-site inspection, usually unannounced.
-Providers cited for non-compliance; can be and usually are put on "no referral" status through the R&R; valid complaints can be disclosed if the general public inquires; in extreme cases, action can be/is taken to suspend or revoke the license.

Provider Qualifications
-Provider must be at least 18 years old.
-A Mantoux method TB test is required for each licensee, assistant, volunteer, and adult member of the household having regular contact with child in care.
-No other immunizations for provider or other adults are required.
-Three references are required.
-Criminal history background check done on applicant, assistant, volunteer, or member of household 16 years or older.

Provider Training and Orientation
-Providers are required to attend 5 hours of orientation.
-Providers must have one course in early childhood education and two years experience in child care in order to care for 12 children.
-First aid, CPR, and HIV/AIDS training required for all providers.
-Guidebook provided for each family child care provider. The book explains the regulations and offers developmentally appropriate suggestions and resources.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized according to state law.

Immunization Policy for Children
-Children are required to be immunized and it is the responsibility of the provider to see that records are current. Parent must complete an immunization form proving the child has all required immunizations. If the child lacks the proper documents, the parent must obtain them as quickly as possible or sign an exemption.

National Life Safety Fire Code Policy
-Smoke detectors required in all sleeping or napping areas and on each story; exit windows 5.7 sq. ft.;and fire extinguishers on all stories used for care.

Nutrition Policy
-WA Superintendent of Public Instruction is state sponsor for USDA CACFP.
-Meals and snacks shall comply with USDA meal patterns, plus Vitamin C serving daily, Vitamin A foods 3 times per week; whole milk only from birth to 24 mos.
-A child in care for 10 hours or less: 2 snacks & 1 meal or 2 meals & 1 snack; a child in care for 10 hours or more: 2 or more meals & 2 snacks or 1 meal & 3 snacks; an after school child: 1 snack; and evening care: dinner (if child

hasn't eaten), 1 bedtime snack and breakfast (for nighttime care).
-If child brings food from home, the licensee must monitor, store safely, and supplement the food if found to be inadequate (conforms to USDA meals pattern).
-A modified diet - allergy, etc. - only with health care providers permission.
-Only pasteurized milk.

Smoking Policy
-Smoking is not allowed; regulations prohibit smoking in all areas of the home used by the child during hours of operation of child care and in the motor vehicle used by the licensee or assistant to transport the child.

Before and After School Programs
-No separate special regulations.
-No policy on overlap of school age with other children in FCCH.

Infant Care Programs
-Regulations focus on diaper-changing, toilet training, feeding, sleeping equipment, and activities and equipment which are developmentally appropriate.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-The licensee shall daily observe the child for signs of illness. The licensee shall care for or discharge home the ill child based on the homes policies concerning an ill child.

Zoning Regulations
-Cities may not impose on FCCH conditions more restrictive than those imposed on other residential dwellings in the same zone.

Available Resources
-A guidebook; a host of handouts and forms; referrals to USDA food programs; CCR&R; family child care associations; training through R&R (state funded replication of Mervyn's Family-to-Family Training in Spokane, Everett, Olympia); links to WAEYC local chapters.

Local Contact
-All child care licensors now work in Office of Child Care Policy. Regional managers are located in the six regions of the state.

Pending/New Legislation
-Legislation is currently pending regarding regulations and application of uniform, standard zoning for FCCH residing in counties.
-1995 legislation passed that enhances ability to ensure compliance with standards: initial and probationary licenses, civil fines for repeat non-compliance, training in child development and developmentally appropriate practice for administrative law judge, FBI criminal history checks for persons resident less than 3 years, emphasis on health, safety and welfare of children in care.

WISCONSIN (WI)

Information
Supplied By: Patty Hammes
Office of Regulation & Licensing
Bureau of Regional Operation
Division of Community Services
1 West Wilson Street
P.O. Box 7851
Madison, WI 53707
PHONE: (608) 266-9314
FAX: (608) 266-9314

Number of Homes
-4,450 certified family child care homes.
-2,442 licensed family child care homes.
-Licensor-provider ratio: not able to determine ratio since most licensing specialists carry a mixed generic caseload of licensing responsibility.

Provider Regulations
-Certification required for FCCH that have fewer than 4 children under age 7 and that receive certain public funds for day care services.
-FCCH serving fewer than 4 children under age 7 NOT receiving public funds are exempt from regulation.
-Licensing required for homes with 4 or more children under age 7.
-Licenses are $50 and renewed every 2 years after licensing review; money is used to fund licensing staff positions.
-Social security number of provider is not required by administrative rules.
-If 3 or 4 children under the age of 2 are in care, the number of other children in care is reduced.
-Provider not required to reside in the home in which care is provider; however, if licensee or no other adult resides in the residence used for family child care, the zoning exemption does not apply.
-Liability insurance not required.
-Space requirements: For licensing- 35 sq. ft. per child indoors; 75 sq. ft. per child outdoors.
-**No provisions for Group Child Care Homes**
-Provider caring for more than 8 children must meet day care center standards.

Unannounced Inspection Procedure
-Licensed homes inspected prior to licensing and at least annually thereafter if workload allows.
-Homes with non-compliance history are visited more often.
-Certified homes inspected according to state standards.
-When a complaint is filed, usually there is an unannounced site visit and investigation; then complaint substantiated or not.

Tracking of Certificate/License Denials and Revocations
-Both denials and revocations are tracked.

Complaint Procedure
-To file a complaint, call licensing office.
-Consequences: correction plan required and monitored; department can order action, require monetary forfeitures, or revoke license.

Provider Qualifications
-Provider must be at least 18 years old.
-Initial physical exam and a negative TB skin test required for provider.
-No other requirements for immunization of provider and other adults in household.
-Two references required.
-All applicants must fill out a notarized form concerning criminal background. Criminal record checks of licensed programs to be mandated as of 1/1/96.

Provider Training and Orientation
-40 hours of early childhood education required within 6 months of licensing and 15 hours annual in-service training required in order to maintain one's license.
-10 hours of training in infant/toddler care is required within 6 months after accepting infants or toddlers.
-15 hours of training required for certification.
-Classroom training is based on state criteria.

Discipline Policy
-Corporal punishment and verbal abuse prohibited.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Children must be immunized; provider is responsible for seeing that records are current.

National Life Safety Fire Code Policy
-Codes based on uniform dwelling code.

Nutrition Policy
-WI Department of Public Instruction is state sponsor for USDA CACFP.
-Meals must meet 1/3 of daily nutritional requirements; snacks must meet nutritional standards.

Smoking Policy
-Smoking is not allowed indoors and outdoors, nor in vehicles when child care children are present.

Before and After School Programs
-A written agreement outlining the plan for a school age child to come and go is required.
-No overlap policy is allowed; child/staff ratios must be maintained.

Infant Care Programs
-Special regulations regarding staff training, daily program, feeding, diapering and toileting activities.

Programs for Children with Disabilities
-No separate special regulations.
-Providers are encouraged to comply with the guidelines of the ADA.

Sick Child Care Programs
-Sick children cannot be in care, some exceptions made if there is a carefully planned program, which is separate from well children and specifically authorized after M.D. review.

Zoning Regulations
-FCCH must comply with local ordinances, but there is a state statute prohibiting municipalities from preventing licensed homes from operating where single-family residence is a permitted use.

Available Resources
-Start up technical assistance through private contract; support from network of child care resource and referral agencies; work with vocational educational system and university to offer entry level training and continuing education.

Local Contact
-County Department of Social Services for certification.
-Regional offices, State Department of Health and Family Services for licensing.

Pending/New Legislation
-Legislation authorizing criminal record checks through the US Department of Justice to FBI is pending.

WEST VIRGINIA (WV) ++

Information
Supplied By: Kay Tilton, Director
Dept. of Health & Human Resources
1900 Washington Street, East
Capitol Complex, Building 6, Room 850-B
Charleston, WV 25303
PHONE: (304) 558-7980
FAX: (304) 348-8800

Number of Homes
-6,000 family child care homes.
-No information available on licensor-provider ratio.

Provider Regulations
-Registration required for FCCH receiving federal funds or caring for 4-6 unrelated children by the State Department of Health and Human Resources; no fee for registration.
-Providers may care for up to 6 children, including provider's own children whether related by blood, marriage or adoption, who live in the home, and are under age of 6; no more than 2 under age 24 months allowed at any time.
-Providers caring for 1-3 children are legally exempt from regulation.
-No information available about requirement for social security number.
-Five percent of registered homes inspected annually. All Block Grant homes are monitored annually.
-Custodial parents shall have access to family day care home at any time.
-Home shall have indoor and outdoor play space that is free of unsanitary or hazardous items; each child shall have a comfortable and clean place to sleep.
-Provisional registration certificates are not available.
-Providers must reside in the home in which care is provided.
-Liability insurance is not required.
-No provision for Group Child Care Homes.

Unannounced Inspection Procedure
-No information available.

Tracking of Registration Denials and Revocations
-No information available.

Complaint Procedure
-Suspected child abuse or neglect shall be reported to the Department of Health and Human Resources, as mandated by WV Public Human Service Law.

Provider Qualifications
-Provider must be at least 18 years old.
-Initial physical exam required and upon renewal; medical exam shall establish that the caregiver is physically and mentally able to care for children and is free from communicable diseases.

-TB screening required.
-Criminal records check and thumbprinting done on providers and their families; fee is $5/person and DHHR pays fee. Providers sign record of criminal background statement when registering state that caregiver and all household members shall use no alcoholic beverages or illegal substances when children are in care; have no substantiated history of child abuse or neglect; have no criminal convictions involving bodily harm, sexual offenses, or driving under the influence. Caregivers agree to notify the regulatory agency within 3 days if the provider or another household member is indicted or charged with any offense.
-Provider must be able to read and write, or have an assistant or family member available at all time and is able to read and write.
-Substitutes must be 18 years old; parents shall be informed when a substitute is to be used.

Provider Training and Orientation
-Caregivers shall attend health and/or safety training at least twice annually and shall maintain written records of attendance at such training.

Discipline Policy
-A caregiver shall not subject a child to any of the following: humiliating, shaming or frightening treatment; loud, profane or abusive language; derogatory remarks about the child or the child's family; any type of physical discipline, including spanking, hitting, kicking, biting or shaking, nor any form of discipline which would be considered abuse or neglect; deprivation of food, sleep or toilet access; withholding emotional response; confining a child in a closet or a box or use of any physical restraints to confine a child.
-Napping, toilet training or eating shall not be associated with discipline.
-Methods of guidance and discipline used by a caregiver shall be positive and consistent with age of the child. A caregiver and parents shall discuss and agree upon positive methods of discipline.

Emergency Medical Consent Policy
-Form is required; but it does not have to be notarized.

Immunization Policy for Children
-Caregiver shall maintain a record of each child's health examinations and immunizations, as follows: each child 6 years of age and under shall have a general medical examination within 6 months prior to admission or within 1 month of admission to the home; and immunization records shall be updated as needed, according to the child's age.

Smoking Policy
-Smoking is allowed.

National Life Safety Fire Code Policy
-Not adopted; must meet WV fire and environmental safety guidelines as defined in family child care home checklist.
-A working smoke detector must be installed on each level of the family child care home.
-A fire extinguisher and a working flashlight must be available.

Nutrition Policy
-Caregiver shall ensure that children receive nutritious meals and snacks served in a sanitary manner and in amounts adequate to meet their nutritional needs.

Before and After School Programs
-No separate special regulations.
-No policy concerning overlap time for school age children; issue is under investigation.

Infant Care Programs
-No separate special regulations.
-A caregiver shall hold an infant 9 months of age and younger while feeding him/her a bottle; bottles are not propped.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-No separate special regulations.

Available Resources
-No information available.

Zoning Regulations
-FCCH must comply with local ordinances.

Local Contact
-Local Dept. of Health and Human Resources.

Pending/New Legislation
-Group child care regulations under development.

++ 1994 Information

WYOMING (WY)

Information
Supplied By: Glennda Lacey
Department of Family Services
Hathaway Building
Cheyenne, WY 82002
PHONE: (307) 777-6595
FAX: (307) 777-7747

Number of Homes
-415 family child care homes.
-378 group child care homes.
-Licensor-provider ratio: 1:93; (also responsible for day care centers).

Provider Regulations
-Licensing required; no fee.
-Licenses renewed annually.
-FCCH may have up to 6 children including own preschool age children. Infant care limited to 2 unless another adult is present; then infant capacity can be increased to 5.
-Provisional licenses are available for a maximum of 6 months and cannot be renewed. They can be issued permitting a provider to operate if they are temporarily unable to meet all required standards of if other required inspections are delayed.
-Social security number of provider is required.
-Providers are not required to reside in the home in which care is provided.
-Liability insurance not required, but strongly recommended.
-Space requirements: 35 sq. ft. per child inside, 75 sq. ft per child outside.
-**Group Child Care Homes:**
 -Maximum of 11 children; staff ratio: 1:11, no more than 2 infants unless another adult is present, then can have up to 5 infants.
 -Must have fire and health inspections as well as a licensing inspection.

Unannounced Inspection Procedure
-Homes inspected before licensing; initial inspection is by appointment, all others are unannounced.

Tracking of License Denials and Revocations
-Both denials and revocations are tracked on computer.

Complaint Procedure
-To file a complaint, call local DFS office.
-When a complaint has been filed, investigation of rules violations is by an unannounced visit.
-Consequences depend on seriousness of violation, can include license revocation.

Provider Qualifications
-Provider must be at least 18 years old.
-Provider must possess or have done at least one of the following: high school diploma or the equivalent, or be able to document 3+ months of supervised experience or education in care of children other than own (6+ months for providers in GCCH), or completed 5 clock hours of FCCH training prior to certification, or have received a professional credential from nationally recognized organization.
-Physical exams and TB tests required for any household members who are active in caring for the children.
-No policy regarding immunization of adults.
-Three written references required.
-Child Abuse Central Registry check is done; no criminal record checks or fingerprinting required.
-A substitute for more than 24 hours per month must meet all the requirements.
-Provider is responsible for substitute or anyone else who comes in close contact with the day care while it is in operation.

Provider Training and Orientation
-8 clock hours of training required annually and should include but is not limited to: child development and growth; alternative methods of discipline; how to structure the environment; business knowledge & skills; legal rights and responsibilities; reporting of child abuse/neglect; state or local rules, regulations or law.
-First aid training, and infant and child CPR also required.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Form is required, but it does not have to be notarized.

Immunization Policy for Children
-Children are required to be immunized; provider is responsible to see that the records are current.

National Life Safety Fire Code Policy
-Not adopted.

Nutrition Policy
-WY Department of Education is state sponsor for CACFP.
-Nutritious meals and snacks are required.

Smoking Policy
-Smoking is allowed.
-Child Care Certification Board, an advisory board for DFS, has adopted a position of a smoke-free environment which is to be considered with the next rule changes.

Before and After School Programs
-No separate special regulations.
-As space is available, providers are allowed 1-3 school age children for up to 3 hours over their capacity.

Infant Care Programs
-No separate special regulations for FCCH, but there are regulations for centers which also apply to FCCH when more than 3 infants are present.

Programs for Children with Disabilities
-No separate special regulations.
-Providers must comply with the guidelines of the ADA.

Sick Child Care Programs
-Regulations adopted excluding sick children in child care.

Zoning Regulations
-GCCH must comply with local zoning codes; fees incurred in special instances.

Available Resources
-Local associations, food programs, training and resource and referral.

Local Contact
-County Offices of the Department of Family Services.

Pending/New Legislation
-The following was just enacted and the rules are being written:
 -Change in composition of the advisory board.
 -Addition of exemption for any provider giving care to only one immediate family.
 -Licenses can now be issued for more than one year.
 -Licensing fees will be established and collected.

STATE REGULATORY OFFICES

Alabama

Dianne Wright
Department of Human Resources
Office of Day Care and Child Development
50 Ripley Street
Montgomery, AL 36130

PHONE: 205-242-1425
FAX: 205-242-0939

Alaska

Jeanie Henry
Department of Health and Social Services
Division of Family & Youth Services
P.O. Box 110630
Juneau, AK 99811-0630

PHONE: 907-465-3207
FAX: 907-465-3397

Arizona [1]

Judie Chaflin
Family Child Care Provider Policy Specialist
Department of Economic Security
Child Care Administration
Site Code 801A
P.O. Box 6213
Phoenix, AZ 85005

PHONE: 602-542-4259
FAX: 602-542-4197

Arizona [2]

Marlene Morgan
Program Manager III
Department of Human Services
Health & Child Care Review Services
Office of Child Care Licensure
1647 E. Morten, Suite 230
Phoenix, AZ 85020

PHONE: 602-255-1272
FAX: 602-255-1126

Arkansas

Virginia S. Reid
Division of Children and Family Services
P.O. Box 1437, Slot 720
Little Rock, AR 72202

PHONE: 501-682-8590
FAX: 501-682-8666

California

Bob Markell
Department of Social Services
Community Care Licensing Division
Central Operations Branch
744 P Street, M.S. 19-50
Sacramento, CA 95814

PHONE: 916-324-4031
FAX: 916-323-8352

Colorado

Dana D. Andrews, Licensing Administrator
Office of Child Care Services
Department of Social Services
1575 Sherman Street
Denver, CO 80203-1714

PHONE: 303-866-5958
FAX: 303-866-2704

Connecticut

Janet Chisholm, Policy Manager
Department of Public Health
Day Care Licensing
150 Washington Street
Hartford, CT 06106

PHONE: 203-566-2549
FAX: 203-566-2246

Delaware

Carla Benson-Green
Office of Child Care Licensing
Department of Services for Children, Youth & Families
1825 Faulkland Road
Wilmington, DE 19805

PHONE: 302-633-5800
FAX: 302-633-2652

District of Columbia

Valerie Ware, Chief
Child Care Branch
DCRA Service Facility Regulation Administration
614 H Street., NW, Room 1031
Washington, DC 20001

PHONE: 202-727-7226
FAX: 202-727-7780

Florida

Craig Townsend
Department of Health and Rehabilitative Services
Children, Youth & Families Program Office
2811-A Industrial Plaza Drive
Tallahassee, FL 32301

PHONE: 904-488-4900
FAX: 904-488-9584

Georgia

Marsha A. Gates
Child Care Licensing Section
Office of Regulatory Services
2 Peachtree Street, NW, 20th Floor
Atlanta, GA 30303-3167

PHONE: 404-657-5572
FAX: 404-657-8936

Hawaii

Luanne L. Murakami
Child Care Program Administrator
Self-Sufficiency & Support Services Division
Department of Human Services
P.O. Box 339
Honolulu, HI 96809

PHONE: 808-586-5770 or 7050
FAX: 808-586-5180

Idaho

Kathy James, Chief
Bureau of Family Self Support
Department of Health and Welfare
450 W. State Street
P.O. Box 83720
Boise, ID 83720-0036

PHONE: 208-334-5691
FAX: 208-334-6664

Illinois

Carol Borders
Child Day Care Services
Department of Children & Family
406 East Monroe Street
Springfield, IL 62701-1498

PHONE: 217-785-2688
FAX: 217-524-0014

Indiana

Keith Carver, Supervisor
Day Care Licensing Unit
Division of Family & Children
402 W. Washington Street
Room W-364
Indianapolis, IN 46204

PHONE: 317-232-4442
FAX: 317-232-4436

Iowa

Barbara Bosch
Program Manager
Child Day Care Services
Department of Human Services
Hoover State Office Building
5th Floor
Des Moines, IA 50319

PHONE: 515-281-6074
FAX: 515-281-4597

Kansas

Christine Ross-Baze, Director
Department of Health and Environment
109 S.W. 9th
Mills Building 400-C
Topeka, KS 66612-2217

PHONE: 913-296-1272
FAX: 913-296-7025

Kentucky [1]

Lydia Roberts, Manager
DSS, Child Care Services Branch
Cabinet for Human Resources Bldg.
275 East Main Street
6th Floor West
Frankfort, KY 40621

PHONE: 502-564-2524
800-421-1903

Kentucky [2]

Bess Howard
Licensing Program Specialist
Office of the Inspector General
Division of Licensing and Regulations
Cabinet for Human Resources Bldg.
275 East Main Street
4th Floor East
Frankfort, KY 40621

PHONE: 502-564-2800
FAX: 502-564-6546

Louisiana

Linda Lambert
Family Day Care Home Program
Department of Education
P.O. Box 94064
Baton Rouge, LA 70804-9064

PHONE: 504-342-3990
FAX: 504-342-3305

Maine

Paul Bright, Supervisor
Child Care Licensing Unit
Bureau of Child and Family Services
State House Station II
Augusta, ME 04333

PHONE: 207-289-5060
FAX: 207-626-5555

Maryland

Patricia A. Jennings
Acting Executive Directory
Child Care Administration
311 W. Saratoga Street, 1st Fl.
Baltimore, MD 21201-3521

PHONE: 410-767-7798
FAX: 410-333-8699

Massachusetts

Frances Barrett
Office for Children
One Ashburton Place, Room 1111
Boston, MA 02108

PHONE: 617-727-8900
FAX: 617-727-0528

Michigan

Ted de Wolf, Director
Department of Social Services
Division of Child Day Care Licensing
235 South Grand Avenue, #1212
Lansing, MI 48909

PHONE: 517-373-8300
FAX: 517-335-6121

Minnesota

Donna Johnson
Division of Licensing
Department of Human Services
444 Lafayette Road
St. Paul, MN 55155-3842

PHONE: 612-296-3971
FAX: 612-296-3299

Mississippi

Diane Herring, Director
Department of Health
Division of Child Care
P.O. Box 1700
Jackson, MS 39215-1700

PHONE: 601-960-7613
FAX: 601-960-7948

Missouri

Cynthia Buser, Chief
Bureau of Child Care, Safety, and Licensing
Department of Health
P.O. Box 570
Jefferson, MO 65103

PHONE: 314-751-6208
FAX: 314-751-6010

Montana

Becky Fleming-Siebenaler
Day Care Program Officer
Department of Public Health and Human Services
P.O. Box 8005
Helena, MT 59604

PHONE: 406-444-5900
FAX: 406-444-5956

Nebraska

Pat Urzedowski, Assistant Division Administrator
Child Care and Development Division
Department of Social Services
P.O. Box 95026
Lincoln, NE 68509

PHONE: 402-471-9431
FAX: 402-471-9455

Nevada

Patricia J. Simonsen, Chief
Bureau of Services for Child Care
3920 E. Idaho Street
Elko, NV 89801

PHONE: 702-753-1237
FAX: 702-753-2111

New Hampshire

Sharon Lee
Licensing Supervisor
Bureau of Child Care Licensing
Health and Human Services Bldg.
6 Hazen Drive
Concord, NH 03301-6527

PHONE: 603-271-4624
FAX: 603-271-3745

New Jersey

Richard Crane, Chief
Bureau of Licensing
Division of Youth and Family
Services, CN 717
Trenton, NJ 08625-0717

PHONE: 609-292-1018
FAX: 609-292-6976

New Mexico

Stephen M. Borland, Chief
Child Care Licensing Bureau
P.O. Drawer 5160
Santa Fe, NM 87502-6110

PHONE: 505-827-7687
FAX: 505-827-9978

New York

Suzanne Zafonte Sennett/Sara Blake
Department of Social Services
Bureau of Early Childhood
Services
40 N. Pearl Street, 11-B
Albany, NY 12243

PHONE: 518-474-9454
FAX: 518-474-9617

North Carolina

Talitha White
Division of Facility Services
Child Day Care Section
P.O. Box 29553
Raleigh, NC 27626-0553

PHONE: 919-662-4499
FAX: 919-662-4569

North Dakota

Corinne Bennett
Office of Human Services
State Capital Building
Bismarck, ND 58505-0250

PHONE: 701-328-4809
FAX: 701-328-2359

Ohio [Type B]

Joan Van Hull, Chief
County Technical Support Section
BCCS - Department of Human Services
65 East State Street, 5th Floor
Columbus, OH 43215

PHONE: 614-466-7762
FAX: 614-466-0164

Ohio [Type A]

Pauline Hosenfeld, Chief
Child Care Licensing Section
Bureau of Child Care Services
Department of Human Services
65 East State Street, 5th FL
Columbus, OH 43215

PHONE: 614-466-3822
FAX: 614-466-0164

Oklahoma

Prins Anderson
Department of Human Services
Office of Child Care
P.O. Box 25352
Oklahoma City, OK 73125

PHONE: 405-521-3561
FAX: 405-521-4786

Oregon

Linda Stern, Manager
Child Care Licensing Unit
875 Union Street, NE
Salem, OR 97311

PHONE: 503-378-3178
FAX: 503-378-5417

Pennsylvania

Susan Miller
Department of Public Welfare
Bureau of Child Day Care
Office of Children, Youth and
Families, Complex 3, 4th FL
P.O. Box 2675
Harrisburg, PA 17105

PHONE: 717-787-8691
FAX: 717-787-7753

Rhode Island

JoAnne K. Flodin
Division of Children, Youth
and Families
Division of Community Services
Day Care Licensing
610 Mount Pleasant Avenue
Providence, RI 02908

PHONE: 401-277-4741
FAX: 401-277-5388

South Carolina

Annette Hairston Boette/
Barbara Yandle
Office of Children, Family and
Adult Services
Department of Social Services
P.O. Box 1520
Columbia, SC 29202

PHONE: 803-734-5740
FAX: 803-734-6220

South Dakota

Lisa Jordre, Program Specialist
Department of Social Services
Child Care Services
Kneip Building
700 Governors Drive
Pierre, SD 57501-2291

PHONE: 605-773-4766
FAX: 605-773-4855

Tennessee

Carolyn Deal, Manager
Day Care Licensing Unit
Department of Human Services
Citizens Plaza
400 Deaderick
Nashville, TN 37248-9800

PHONE: 615-313-4778
FAX: 615-532-9956

Texas

T. Douglas Sanders
Department of Protective and
Regulatory Services
P.O. Box 149030, M.C. E-550
Austin, TX 78714-9030

PHONE: 512-450-3253
FAX: 512-450-3848

Utah

Ilene Olson
Department of Human Services
Office of Licensing
120 North 200 West, #317
Salt Lake City, UT 84103

PHONE: 801-538-4242
FAX: 801-538-4016

Vermont

Coleman Baker, Chief
Children's Day Care Licensing
Division of Licensing and
Regulation
103 S. Main Street
Waterbury, VT 05671-2401

PHONE: 802-241-2158
FAX: 802-241-2980

Virginia

Alfreda Redd
Division of Licensing Programs
Department of Social Services
730 E. Broad Street
Richmond, VA 23219

PHONE: 804-692-1772
FAX: 804-692-2370

Washington

Pat Dickason, Program Manager
Office of Child Care Policy
Department of Social and
Health Services, OB-41
P.O. Box 45710
Olympia, WA 98504

PHONE: 206-586-5198
FAX: 206-586-1040

West Virginia

Kay Tilton, Director
Department of Health & Human
Resources
1900 Washington, Street, East
Capitol Complex, Building 6
Room 850-B
Charleston, WV 25303

PHONE: 304-558-7980
FAX: 304-348-8800

Wisconsin

Patty Hammes
Office of Regulation and
Licensing
Bureau of Regional Operation
Division of Community Services
1 West Wilson Street
P.O. Box 7851
Madison, WI 53707

PHONE: 608-266-9314
FAX: 608-266-9314

Wyoming

Glennda Lacey
Department of Family Services
Hathaway Building
Cheyenne, WY 82002

PHONE: 307-777-6595
FAX: 307-777-7747

THE CHILDREN'S FOUNDATION

The Children's Foundation is nationally recognized for its contributions to child care, child health, child nutrition, and child support enforcement. Since its founding in 1969, CF has strived to improve the lives of children and those who care for them. Our mission is to provide a voice for children and their families on issues of critical concern at the national and local levels.

* CF provides resources and training for family child care providers, center-based personnel, and parents.

* CF publishes the CF Child Care Bulletin, formerly the Family Day Care Bulletin, the oldest national newsletter about the family child care profession, and The Child Day Care Center Licensing Study, a state-by-state breakdown of state regulations.

* CF publishes Fact Sheets on health-related issues for caregivers and parents in English and Spanish.

* CF provides information on the Child and Adult Care Food Program and assist in the development of food program sponsors.

* CF publishes the Child Support Bulletin, a quarterly newsletter, and provide information on a variety of child support topics for custodial parents.

* During our 25 year history, CF has learned many times over the value and importance of the four C's: coalitions, collaboration, cooperation and coordination.

THE FOUNDATION STAFF

Phylis Benner
Sandy Gellert
Carol Hobbes
Kay Hollestelle

THE CHILDREN'S FOUNDATION
1995 BOARD OF DIRECTORS

Barbara Bode (Chair)
Council of Better Business Bureaus
4200 Wilson Boulevard
Arlington, VA 22203

Alyce P. Hill (Secretary)
Cities in Schools, Inc.
1199 N. Fairfax Street, #300
Alexandria, VA 22314

John V. Surr (Treasurer)
8217 Lilly Stone Drive
Bethesda, MD 20817

Jan Yocum de Calderon
El Centro de Rosemount
2000 Rosemount Avenue, NW
Washington, DC 20010

Pablo Eisenberg
Center for Community Change
1000 Wisconsin Avenue, NW
Washington, DC 20007

Alan Madian
Lafayette Capital Corporation
1250 Connecticut Avenue, NW
Washington, DC 20036

Mary Mahoney
4967 Elgin Drive
Syracuse, NY 13215

Debra L. Neisler
Child Care Consultant
Wild Goose Lane
Norwalk, CT 06851

Candida Espaillat de Rodriguez
Migrant Head Start Technical Assistance Support Center
Academy for Education Development
1255 23rd Street, NW
Washington, DC 20037